

# Reporting sick-leave

reminder regarding routine

If you are sick, you shall inform your manager by reporting sick-leave in HaileyHR. You shall report that you are sick **latest** on the same day of your first day of sick-leave.

## How to report sick-leave:

1. Log in to your HaileyHR profile
2. Click on the “+”-sign to your profile picture in the up-right corner of the webpage



3. Choose which dates the absence concerns
4. Choose sick-leave as the chosen type of absence (the reason)
5. Add the scope of the absence (this is reported in hours - 1 full working day is 8 hours)
6. Click "Add"
7. Click "Save"

A screenshot of the 'New time off' form in HaileyHR. The form is a white modal window with a close button (X) in the top right. It contains several input fields and buttons. Red arrows and numbers 3 through 7 point to specific elements: 3 points to the 'From' date field (2023-01-05); 4 points to the 'Reason' dropdown menu (set to 'Please select a value'); 5 points to the 'Scope' dropdown menu (set to '100%'); 6 points to the 'Add' button; 7 points to the 'Save' button at the bottom right. Below the form, there is a table showing a previous absence: From: 2023-01-16, To: 2023-01-18, Reason: Holiday, Scope: 100%. At the bottom of the page, there is a footer that says 'You don't have any updates right now'.

What happens if I do not report my sick-day on time?

If you report your sickness too late (later than the first day of your sick-leave), the absence is unauthorised and you will lose your rights to paid sick-leave for the days that were not reported on time.

*\*Note that the sickness shall also be reported in your time-report in Fortnox.*