

## SICK LEAVE

Sick Leave (based on anniversary date)						
Employee	Anniversary date	Opening balance(days)	Entitlement(days)	Approved(days)	Taken(days)	Closing balance(days)
<a href="#">George Hamilton</a> Farm Manager Waihou Farm	Dec 20 2018 *	-2	5	0	4	-1
<a href="#">Jane Smith</a> Farm Assistant Farm 1	Jun 30 2019 *	0	5	0	0	5
<a href="#">Lisa Glass</a> Farm Assistant Farm 1	May 01 2019 *	-1	5	0	0	4

To view the *Sick Leave Report* for an employee, click on the applicable name:

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<a href="#">George Hamilton</a> Farm Manager Waihou Farm	Dec 20 2018 *	-2	5	0	4	-1
<a href="#">Jane Smith</a> Farm Assistant Farm 1	Jun 30 2019 *	0	5	0	0	5
<a href="#">Lisa Glass</a> Farm Assistant Farm 1	May 01 2019 *	-1	5	0	0	4

This will bring up the following screen:

**Sick Leave Report :: George Hamilton**
 Print

Team Member : George Hamilton ▼

**Sick Leave Report for George Hamilton**

Employment Start Date : [Jun 20 2018](#)

Date Entitled To Sick Leave : Dec 20 2018

Cut-off date of Sick Leave : Jun 20 2018

Checked From Date : Aug 07 2018 ▶

Checked To Date : Aug 07 2019 ▶

Sick day entitlement per year : 5

Maximum number of sick days available : 20

**Balances from Aug 07 2018 to Aug 07 2019**

Opening Balance : 0.00

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Entitlement : 5.00

Sick Days Taken : 6.00

Days Covered : 366

Closing Balance : -1.0000

To view a breakdown of the *Sick Days Taken*, click on the underlined figure for the applicable employee under the *Taken (days)* column:

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<a href="#">George Hamilton</a> Farm Manager Waihou Farm	Dec 20 2018 *	-2	5	0	<u>4</u> 	-1
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<a href="#">Lisa Glass</a> Farm Assistant Farm 1	May 01 2019 *	-1	5	0	<u>0</u> 	4

This will bring up the following screen:

The screenshot displays an 'Activity Report' for Sick Leave (SL) for user George Hamilton, covering the period from Dec 20 2018 to Dec 20 2019. The report includes a table with columns for Date, Activity, Hours, and Days. A 'Print' button is located in the top right corner. Callouts highlight specific data points: 'Date taken' points to the Date column, 'Period covered' points to the report title, 'Hours taken' points to the Hours column, 'Days taken' points to the Days column, and 'Total hours taken' points to the total row's Hours value.

Date	Activity	Hours	Days
Jan 16 2019	Sick Leave	10.0000	1.0000
Mar 12 2019	Sick Leave	10.0000	1.0000
Apr 29 2019	Sick Leave	10.0000	1.0000
Jun 15 2019	Sick Leave	10.0000	1.0000
<b>Total :</b>		<b>40.0000</b>	<b>4.0000</b>