

Certifying Sick Time in Workday

The certification of sick leave is required by Ohio Revised Code. Your submission of the Certification of Sick Leave in Workday validates that you used sick leave on the days indicated for reasons allowed by law.

This job aide will assist you in submitting your certification of sick leave. In addition, this guide will show you how to identify the sick days used for the certification. The 'Effective Date' listed in Workday may only indicate the first day in a series of absences. Depending on the method in which your sick time was entered, you may receive either one certification for multiple days or individual certifications for each day that you were absent.

It is important that you understand exactly which days that you are certifying so that you can correct any errors with your timekeeper before you click submit in Workday.

Follow these steps to certify your sick leave, and validate the days absent in your Workday Inbox.



Certifying Sick Time in Workday

First you will need to click on the 'Actions' button indicated by the three dots shown in the example.



Certification of Sick Leave

Review Documents for Time Off Request: [redacted]  

2 day(s) ago - Due 04/09/2021; Effective 04/07/2021

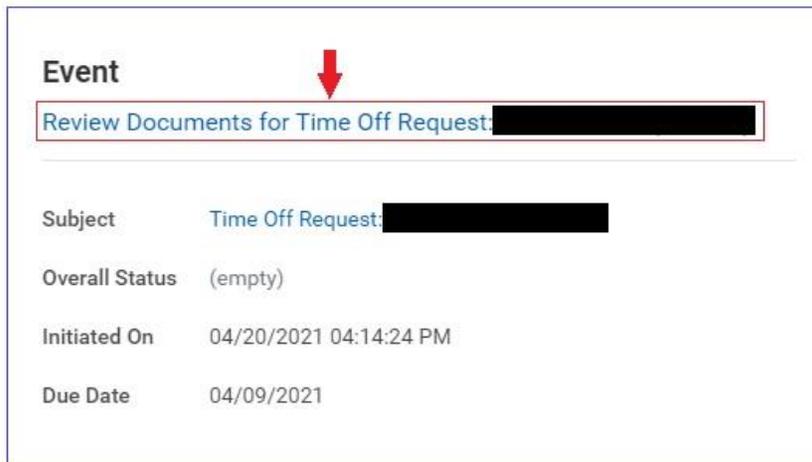
Documents

Document Link [Certification of Sick Leave](#)

Instructions **Per Ohio Revised Code Section 3319.141, The Cleveland Metropolitan School District requires all teaching or non-teaching school employees to furnish a written, signed statement to certify the use of sick leave. Under these policies, all employees are required to certify that sick leave is being used for the allowable reasons defined in the Code. If medical attention is required, your statement should include the name and address of the attending physician and the dates when the physician was consulted. Per Ohio Revised Code, [3311.82](#), [3319.081](#), and [3319.16](#). For additional details, please refer to your collective bargaining agreement and/or the CMSD Employee Policies and Procedures Manual via the link above. Thank you for completing this required step when requesting Sick Leave.**

- If medical attention was required please list the name and address of the attending physician and the dates when he/she were consulted in the comments box below.
- If supporting documentation is required based on your Collective Bargaining Agreement or District policy please attach it in the gray box below. To attach a document drag and drop the document into the gray box, or click into the gray box to open the file explorer to select supporting documentation on your computer.

Submit Save for Later Cancel



Event 

[Review Documents for Time Off Request: \[redacted\]](#)

Subject	Time Off Request: [redacted]
Overall Status	(empty)
Initiated On	04/20/2021 04:14:24 PM
Due Date	04/09/2021

You will then need to click on the blue link under the 'Event' heading.

Certifying Sick Time in Workday

Lastly, you will need to click 'Details' highlighted below in the red box. Once you do, the 'Request Details' will open, showing the days that are covered under this certification. Please verify that the dates are correct before returning to your Workday inbox to submit your certification of sick leave.

The screenshot displays a 'Time Off Request' page. At the top, it shows the request is for a specific user, with the overall process being 'Time Off Request', and the status is 'Successfully Completed'. The due date is 04/22/2021, and the calendars in use are 'Consecutive Days (No Calendars Selected)'. Below this, there are navigation tabs: 'My Actions', 'Details' (highlighted with a red box and a red arrow pointing to it), and 'Process'. Under the 'Details' tab, there is a section titled 'Request Details' with 3 items. A table lists the details of the sick leave request:

Date	Day of the Week	Type	Requested	Unit of Time
04/07/2021	Wednesday	Sick Leave (Days)	1	Days
04/08/2021	Thursday	Sick Leave (Days)	1	Days
04/09/2021	Friday	Sick Leave (Days)	1	Days

The 'Date' column of the table is highlighted with a red box, and a red arrow points to the date '04/08/2021'.