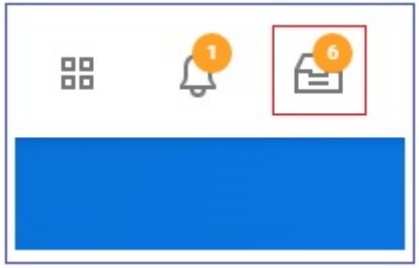
Certifying Sick Time in Workday

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.



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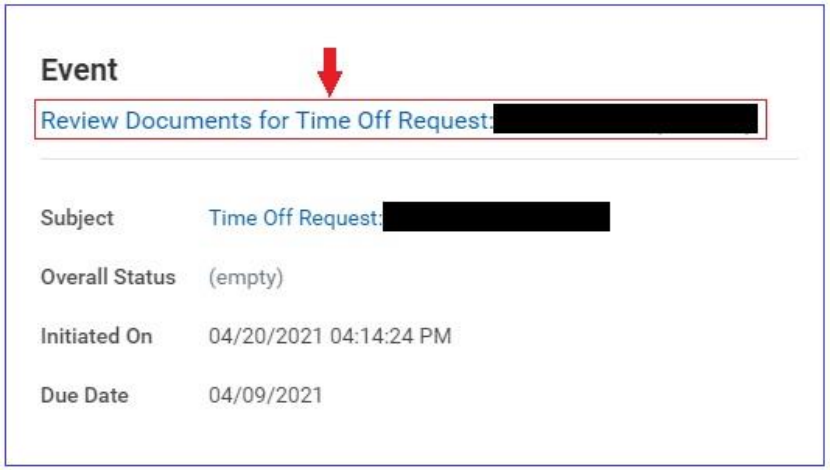
First you will need to click on the 'Actions' button indicated by the three dots shown in the example.



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

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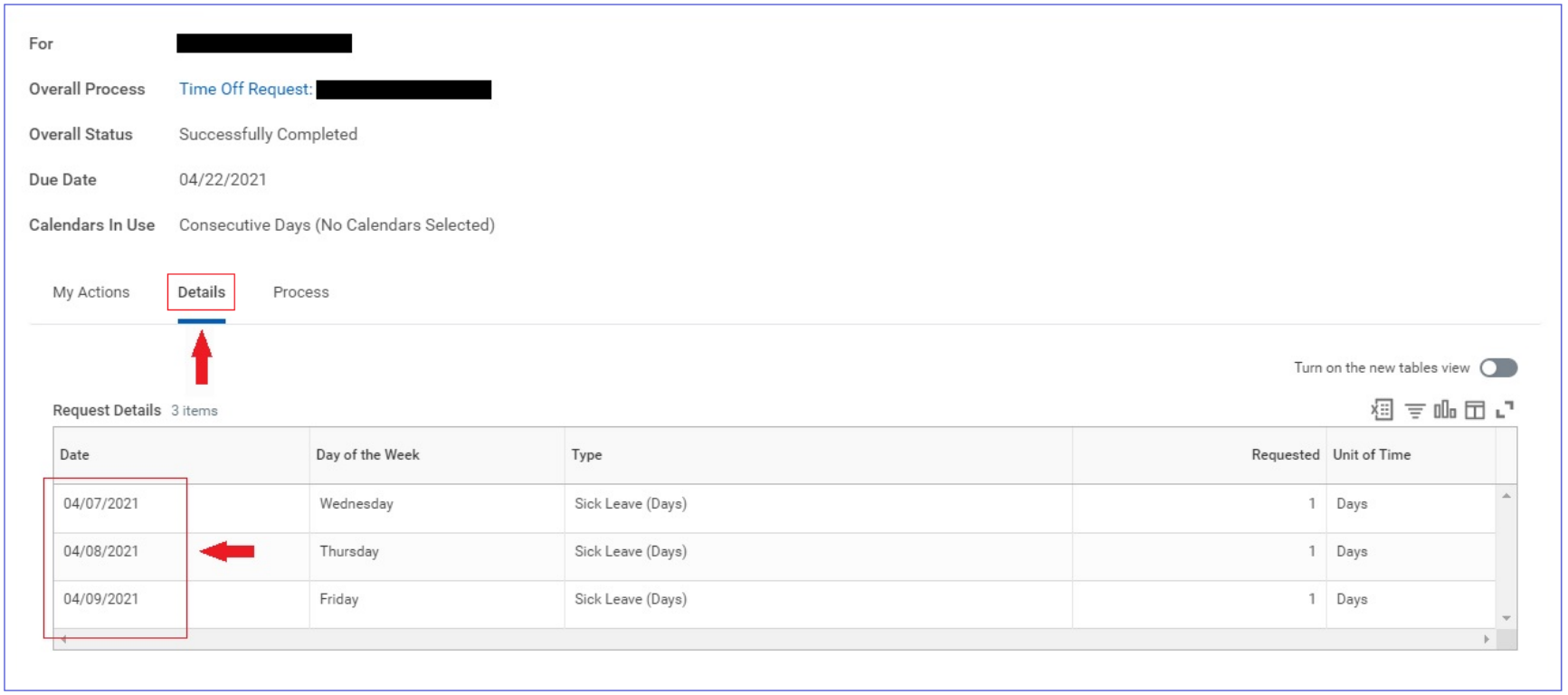
Lastly, you will need to click 'Details' highlighted below in the red box. Once you do, the 'Request Details' will open, showing the days that are covered under this certification. Please verify that the dates are correct before returning to your Workday inbox to submit your certification of sick leave.