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**Universiti Islam Sultan Sharif Ali  
(UNISSA)**


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**PROCEDURES MANUAL**

Subject	<b>SELF CERTIFIED SICK LEAVE APPLICATION</b>
Section:	<b>ADMINISTRATION</b>


	NAME	POSITION	SIGNATURE
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	<b>Universiti Islam Sultan Sharif Ali (UNISSA)</b>	Doc. No.: SOP-ADMIN-012
	<b>PROCEDURES MANUAL</b>	Rev. No.: 00
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Subject:	SELF CERTIFIED SICK LEAVE APPLICATION	
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This procedure manual will help all staff in understanding the procedure of processing self-certified sick leave application.

#### 1.1 Purpose

To ensure that the self-certified sick leave application is process is organized and base on regulation that has been implemented by the government.

#### 1.2 Scope

This scope of this manual is to ensure that staff able to process all self-certified sick leave application and follow the regulation set by the government

#### 1.3 Responsibilities

Responsibility	Description
Head of Office/Section	To approve self-certified sick leave application from applicant
Supervisor	To calculate the amount of remaining self-certified sick leave application from. To supervise admin clerk the amount of remaining self-certified sick leave application from. To key in information on self-certified sick leave application in SSM
Admin Clerk	To calculate the amount of remaining self-certified sick leave application from. To key in information on self-certified sick leave application in SSM
Applicant	To fill in self-certified sick leave application from

## 2 Definitions and Abbreviations

### 2.1 Definitions


*Self-certified sick leave application from*

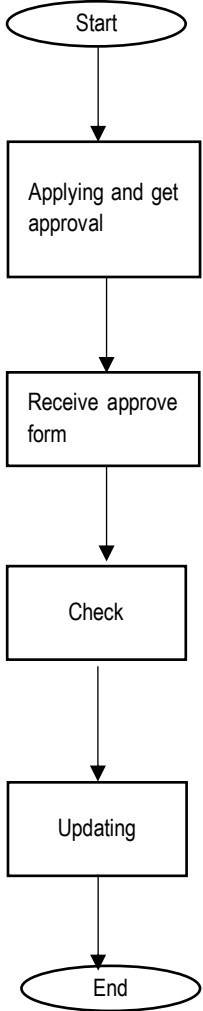
It is platform for applicant to apply for their self-certified sick leave application from

### 2.2 Abbreviations

SCSL	self-certified sick leave application from
SSM	<i>Sistem Sumber Manusia</i>

## 3 Procedure Details

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Activity	Details	Responsible Person	Documented Information	Duration
	<b>1. Applying self-certified sick leave</b>			
	1.1 Applicant get approval from their respective head of Section/Office. Applicant may text their head of Section/Office through text message or whatsapp or any medium of texting.	Applicant	Surat keliling Jabatan Perdana Menteri 08/2016	1 days
	1.2 Applicant fill in self-certified sick leave application form and submit to administration through head section/office after self-certified sick leave	Applicant	self-certified sick leave application form	
	<b>2. Receiving approve self-certified sick leave application</b>			
	2.1 Receive approve self-certified sick leave application	Admin Clerk		1 days
	2.2 Take out Personal file of applicant	Supervisor/ Admin Clerk		
	2.3 Check application and remaining self-certified sick leave that are eligible for applicant. If the applicant has no remaining self-certified sick leave.  Note: Applicant will have to apply for emergency leave or no-pay leave if the applicant has no remaining annual leave	Supervisor/ Admin Clerk		
	<b>3. Updating personal information</b>			
	3.1 Updating applicant information in SSM	Supervisor/ Admin Clerk		
	3.2 Updating Leave statement	Supervisor/ Admin Clerk		

#### 4 References

- Surat keliling Jabatan Perdana Menteri 08/2016
- self-certified sick leave application form