

Applying for Sick Leave or Vacation

Step 1: First steps

<input type="checkbox"/>	If you need to go on sick leave, you should schedule a visit to your general practitioner to receive an official note.
<input type="checkbox"/>	<p>If you are going on vacation, decide on the dates.</p> <p>Take into account how many vacation days you have per year. This number might depend on how long you have been working, so it is not necessarily the same as for your colleagues. If you have any doubts, it's best to ask your employer, manager, or the team member responsible for administration.</p>

Step 2: Inform Your Manager or HR

<input type="checkbox"/>	<p>For vacation:</p> <ul style="list-style-type: none">• You can start by talking with your manager or employer in person, but remember that you still have to apply officially later.• Find out what documents you have to fill in and sign.• Send them by email at least 2 weeks before your vacation.
<input type="checkbox"/>	<p>For sick leave:</p> <ul style="list-style-type: none">• Inform your manager immediately (email, phone, or message).• Say how many days you think you'll be off.• Send a doctor's note as soon as you get it.

Step 3: Wait for Approval

<input type="checkbox"/>	<p>Your manager or HR will usually reply to confirm</p> <ul style="list-style-type: none"> • Don't book a trip or make plans until you receive the answer. • If urgent (for sick leave), just inform — you do not have to wait for approval. The important thing is to make sure that the message reaches the receiver, so if you have a doubt, it might be safer to send the information through more than one channel (i.e. SMS and email).
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Step 4: Prepare Before You Leave

<input type="checkbox"/>	Let your team know when you'll be away
<input type="checkbox"/>	Finish any urgent work
<input type="checkbox"/>	Leave notes or reminders if someone will do your tasks

Step 5: Return and Update If Needed

<input type="checkbox"/>	<p>If you were sick:</p> <ul style="list-style-type: none"> • Send a doctor's note if you have not already, • Update HR about your return, • If you stayed longer than planned, inform your manager as soon as possible. You might also need a second note from your doctor.
<input type="checkbox"/>	When you return, start by getting updated and checking if anything relevant has changed while you were gone. If someone else is doing your tasks in the meantime, check if they are finished and what the next steps are.

Common challenges and solutions

Challenge	Solutions
I don not know who to ask for help.	You can start with your manager or HR. In case of doubt, you can also ask one of your colleagues. They will probably know who you should go to.
I have an urgent matter but I am not sick.	<p>In most countries, there are specific rules regarding accidents and important family events. You might be able, for example, to take days off to care for a family member or attend a funeral of a close relative. In some places, you might even have a right to a limited number of days off without an explanation, although you still have to inform your employer that you are about to use them.</p> <p>The specific regulations depend on your country and sector. Normally, all information should be included in your working contract. If you have any doubts, ask your manager or HR.</p>



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