

WELCOME @ GHENT UNIVERSITY

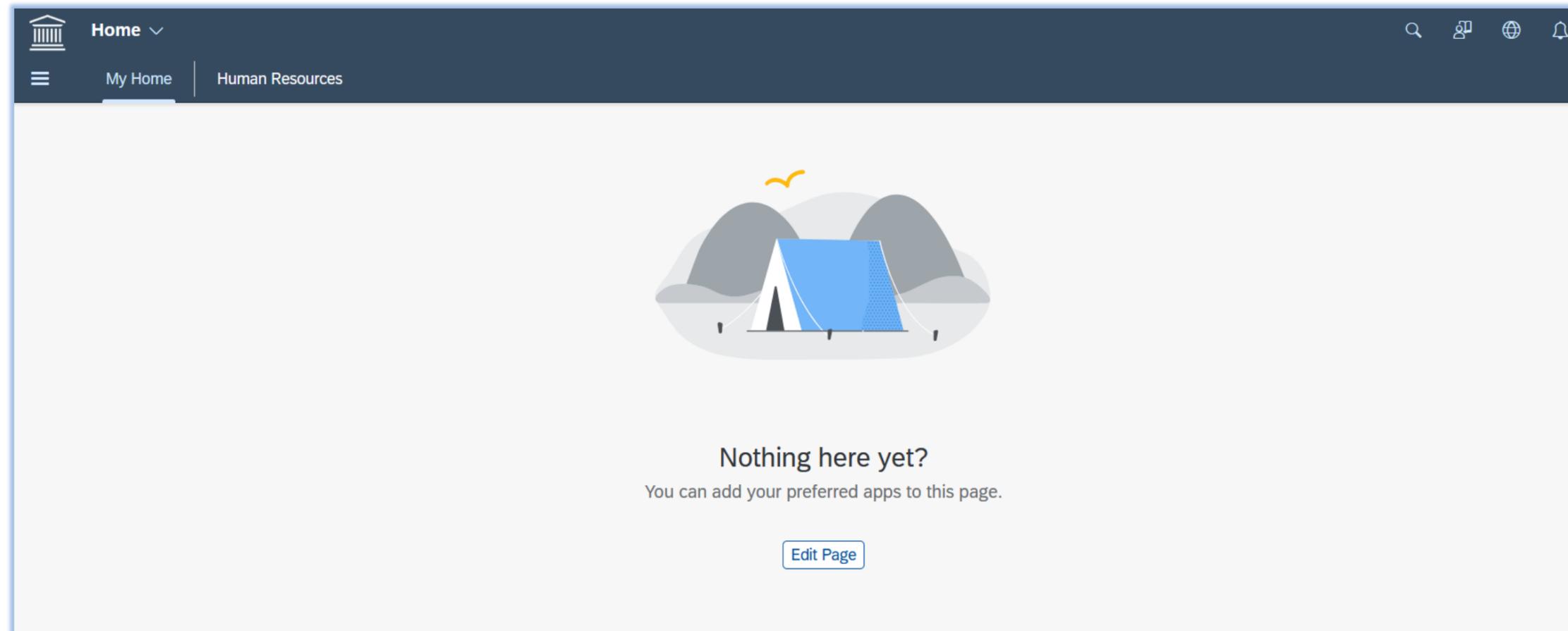
Illness registration and follow-up

Procedures in case of an occupational accident or occupational illness

ACCESS TO SAP MYAPPS

On a desktop, tablet or smartphone

- Navigate to sapmijnapps.ugent.be, preferably use Google Chrome
- Frequent use? Save the site as a favorite or as a start tile in your browser
- Change your preferred language to English



ILLNESS REGISTRATION

What do you need to do?

Notify your supervisor or the secretary of your department before 10 am

Absent for one day?

Register your sick day on SAP MyApps

Absent for more than one day?

Register your sick day, consult a general practitioner and upload your sick note on SAP MyApps

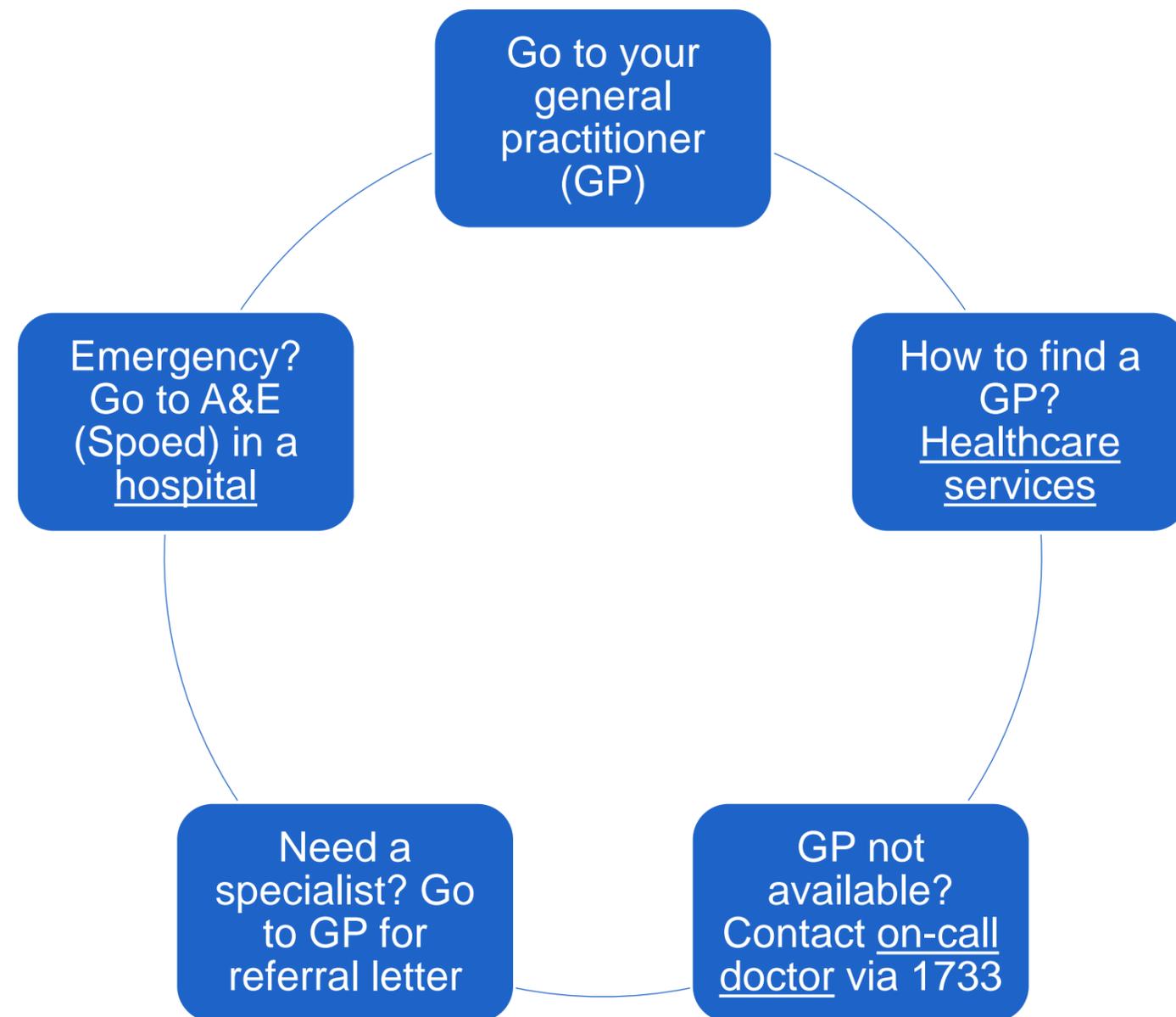
You cannot report your absence yourself?

Your supervisor can, at your explicit request, carry out the registration for you on SAP MyApps

Problems with the registration?

Contact ziekten@ugent.be

HOW DO YOU GET A SICK NOTE?



What is a sick note?

- = Proof written by a general practitioner (GP) that you are ill (standard form, needs to have a stamp and signature)
- You need to send the sick note to your employer to verify your absence
- Only a GP can write this!

What is mentioned on the note?

- Duration of your illness
- What you can do during your illness: you can or cannot work / leave home / sport / ...

What is not mentioned?

- Personal and private information such as the reason of illness
- The medicines that you need to take or treatment that you need to follow

GETTING ILL AT YOUR WORKPLACE?

Inform your supervisor or the secretary of your department

If agreed => You can leave your workplace

The time you leave your workplace determines the start of sick leave

- If you go home within an hour, sick leave starts on the day you leave your workplace
=> Register a sick day on SAP MyApps
- If you leave your workplace later
=> Don't register a sick day on SAP MyApps

WHERE CAN YOU REGISTER YOUR ILLNESS?

The screenshot displays the Ghent University HR portal interface. At the top, there is a navigation bar with a 'Home' dropdown menu and a hamburger menu icon. Below this, there are two main navigation options: 'My Home' and 'Human Resources'. A large blue arrow points down from the title above to the 'Human Resources' tab. The main content area is divided into two sections: 'Personal Data' and 'Availability Management'. The 'Personal Data' section contains four tiles: 'My e-Personnel record Display', 'My Personal data Manage', 'My Work Data Manage', and 'My Commute data Manage'. The 'Availability Management' section contains four tiles: 'My Inbox Approve', 'Absence Request', 'Calendar Display', and 'Illness Register'. A blue arrow points down to the 'Illness Register' tile. The 'Absence Request' tile shows a clock icon and the text '20,5 Day(s) Remaining'. The 'My Inbox Approve' tile shows a checkmark icon and the number '0'. The 'Illness Register' tile shows a stethoscope icon.

REGISTER SICK DAY(S)

< February 2025 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	26	27	28	29	30	31	1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	1

Today Approved
 Requested

First select illness day(s) and then click "save". You can then add the photo or the file of your sick note and click on send sick note button.



Send sick note

- First mark the sick day(s) in the calendar and click on the 'Save' button
- More than one sick day? Also upload a sick note via  and then click on 'Send sick note'
- Status of registration is then displayed as 'Requested'

REGISTERING SICK DAY(S)

E-mail

- After registration, the system generates an e-mail to the employee and supervisor.
- This e-mail serves as proof that you have fulfilled the required notification obligation.

Notification

Any report of one day of illness can, on the day itself or the following day, be adjusted to multiple sick days (after a visit to the general practitioner).

Approval

- Human Resources (HR) is responsible for the approval of the sick leave request (after submission of the required sick note).
- The status of registration changes to 'Approved'.

LONG-TERM ILLNESS

Notification

- Ill for a longer period? Inform the authorized person of your department on the last day of the current sickness period.
- New electronic notification via SAP MyApps
- New sick note required

Returning after long-term illness?

- Resume work through regular or progressive work resumption or reintegration.
- Contact your supervisor (with ziekten@ugent.be in cc) to prepare for your return.
- Make an appointment with the prevention advisor-occupational physician:
 - If sick for 4 weeks: mandatory for high-risk and safety functions
 - If sick for 3 months: mandatory for all other functions
 - Questions? dmt@ugent.be
- Need extra support? Contact the reintegration coaches via re-integratie@ugent.be

MEDICAL SUPERVISION

Visit by an occupational health doctor

- During your sick leave, you may receive a visit from an occupational health doctor.
- Visits can take place on any day of the week (including Sundays and public holidays) between 8 am and 9 pm.

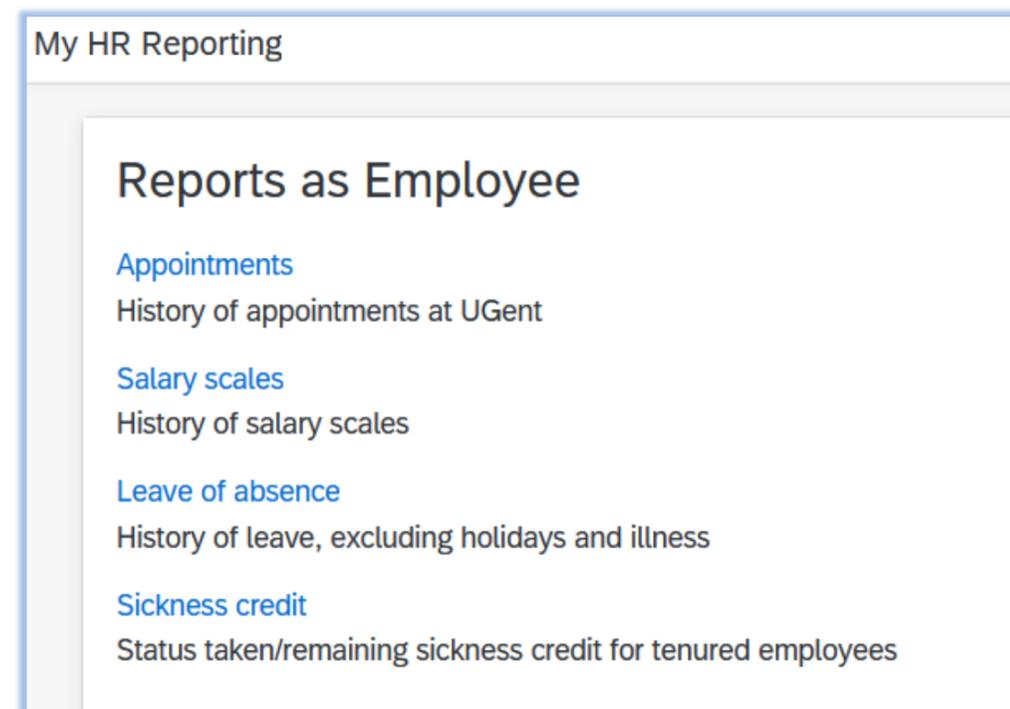
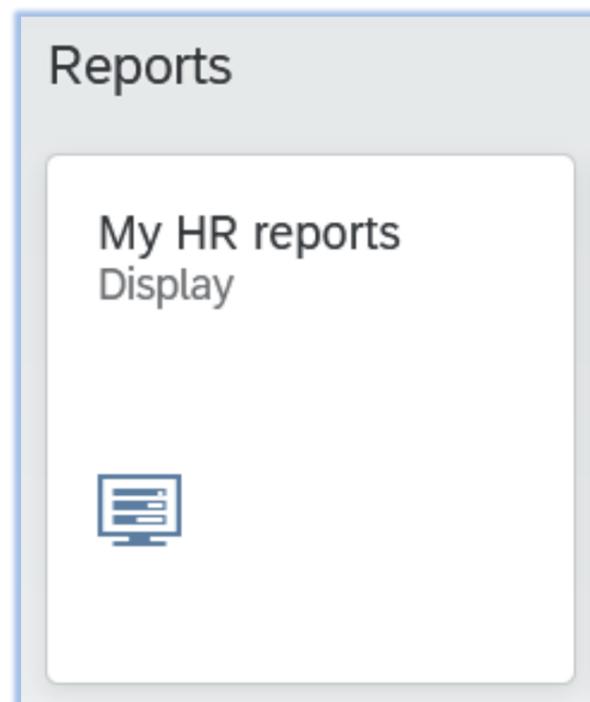
Not present?

- The occupational health doctor will leave a notification card in your mailbox and ask you to contact him.
- You should then present yourself at the doctor's office at the suggested hour.

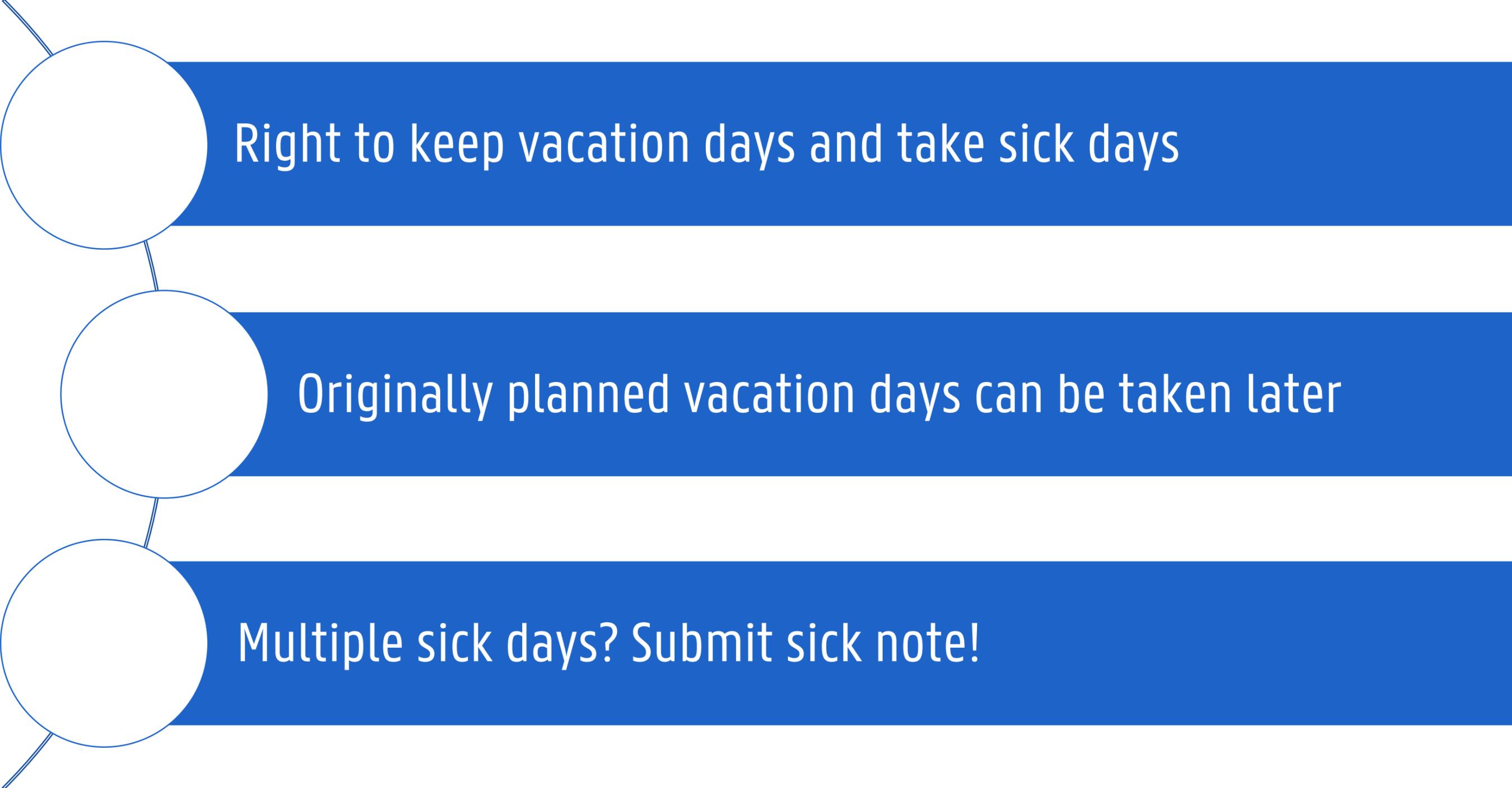
REMUNERATION DURING ILLNESS

Statutory staff

- During sick leave, these staff members are in 'service activity'. They will continue to be paid by Ghent University.
- For statutory staff members, who are in their internship, the internship period is extended by the sickness period.
- On SAP MyApps, under the 'My HR reports' tile, the status of the taken/remaining sick days is shown.



ILL DURING YOUR VACATION DAYS?



Right to keep vacation days and take sick days

Originally planned vacation days can be taken later

Multiple sick days? Submit sick note!

OCCUPATIONAL ILLNESS

What is an occupational illness?

An illness that results directly from your activities as an employee.

Thus, not every ailment that arises during working hours falls under the category of occupational illnesses.

Conditions

- Working conditions must underlie the illness.
- The illness must be the direct, but not sudden, result of exposure to a physical, chemical or biological risk.

Declaration

- Through a document and medical certificate
- To be sent to the Department of Medical Supervision: dmt@ugent.be

OCCUPATIONAL ACCIDENT

What is an occupational accident?

- Any accident that happens to an employee during and through the fact of performing the employment contract and causes an injury.
- Any accident that occurs on the way to or from work is also considered an occupational accident.

What to do in case of an occupational accident?

- Notify the Internal Service for Prevention and Protection at Work via the accident registration form
- Recover medical expenses through the insurer's declaration form.

MORE INFORMATION?

- Illness
- Occupational illness
- Occupational accidents
- Technical questions? hr@ugent.be
- Other questions? ziekten@ugent.be

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