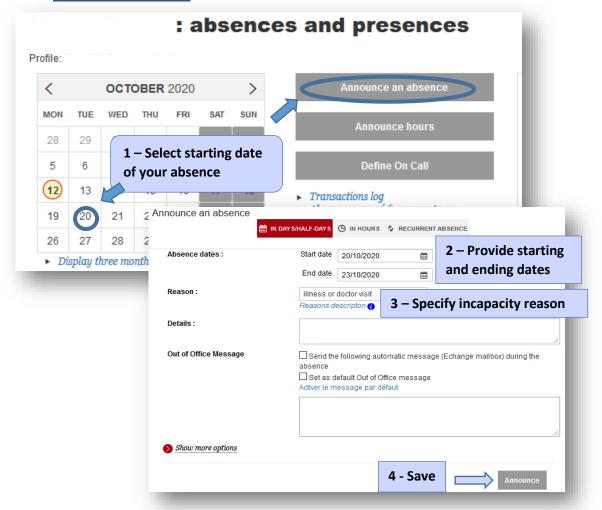


How to register a certificate for sickness /accident absence

on your computer or your mobile (EPFL Campus app)

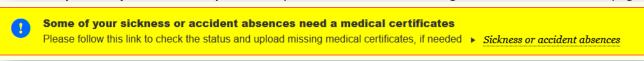
1. Absence registration



2. <u>Upload a medical certificate</u>: if absence duration > 3 (resp. 5) days, a window will appear as below:



NB. Later upload of your certificate possible in your absence account through the banner on the main page:



After 3 and then 6 days after the end of the absence, automatic reminders are sent to the user if no document is linked to a sickness or accident absence > 3/5 days.

3. Viewing, adding, deleting a document

- Uploaded certificates are accessible anytime by yourself and entitled persons by clicking on the absence in your calendar or in the « other absences » list ("Balance and holiday entitlement" menu page).
- Once confirmed by your unit, your medical certificate is also archived in your e-file.