


# Absence Management: it's that simple

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Simply enter [www.tellico.ch/absence-form](http://www.tellico.ch/absence-form) in your browser and you will be taken to the "absence notification" form. All required fields are marked with an asterisk (\*). Click on the  symbol for help when completing each section.

## 1. Contact person

Please enter your personal information. Your contact details will be saved, meaning you will not have to provide them again in future. In the "Company name" field, please provide either the name of the company or the contract number of the employee in question.

Please note: It is important that you provide a current and valid e-mail address, as you will receive a confirmation e-mail containing a unique reference number for each absence notification. You will need this number for any further matters regarding the absence.

Contact person

Title \*

First name \*

Last name \*

Email \*

Phone \*

Function \*

## 2. Insured person

Please enter the details of the employee who is unable to work.

Insured Person

First and last name \*

## 3. Type and duration of absence


Please select either illness, accident or pregnancy as the reason for the absence. Additional details will be required for illness or accident.


Finally, please provide the start date, end date and extent of the absence.

Duration of incapacity to work \*

Message type \*

Incapacity to work

Start date \*  

To  

Incapacity to work (%) \*

Comment

Reason for incapacity to work \*

Specification \*

## 4. Documentation

Finally, you can upload all documents available and useful for the analysis of the case, such as medical certificates, application to the daily sickness insurance, declaration to the accident insurance, daily allowance statements, etc.

Once you have clicked on "Send" you will receive a confirmation that the absence was successfully submitted.

You will also receive a confirmation email, summarising the information submitted and containing a reference number, which you will have to provide us in case of questions.