



## **Academia Guide: Sick Leave Request**

By: Rajaa Zeidan,  
IT Support

## Types of Requests

### Address Detail

- To change your address details

### Personal Details Change

- To change any personal details

### General

- General Request
- Excused Leave Request

### Transfer

- Withdraw from program
- Withdraw from course



# Dashboard

- After logging in, you will be directed to the dashboard.



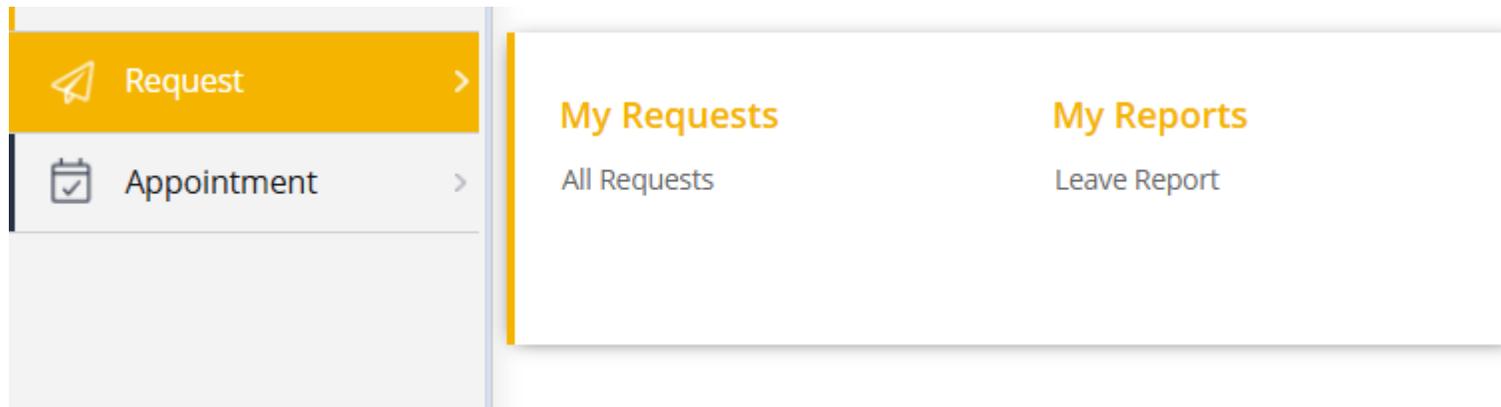
A screenshot of a web browser showing the ZADK Academia ERP dashboard. The browser tab is titled 'Academia' and the address bar shows 'zadk.academiaerp.com'. The page header includes the ZADK logo, the text 'ZADK Saudi Culinary Arts Academy - Al Khobar', the user role 'Student', and the user name 'Hawra Malak Alhulayli'. The main content area features a 'My Dashboard' section with a date range selector set to '15/03/2025 To 15/04/2025' and buttons for 'Apply' and 'Reset'. A large watermark for 'ACADEMIA by SEROSOFT' is visible in the center. The left sidebar contains a 'Menu Search' field and a list of navigation items: 'My Profile', 'Academics', 'Request', and 'Appointment'. An 'Expand Dashboard' button is located in the top right of the dashboard area.



## Requests



- You can raise a request, view your requests and leave report from the “Request” menu.



## To raise a request

To raise a request, select “All requests” from the request menu and click on “Raise Request”. This will open a page with the type of requests that you can choose from.



My Dashboard × All Requests ×

Request ID:  
Enter 3 char to auto search

Service Request Status:

Request Category:

From Date:  To Date:

100 1-0 of 0 All Req

Request ID	Request By	Requester Name	Program	Section	Request Category	Re
------------	------------	----------------	---------	---------	------------------	----

Raise Request ×

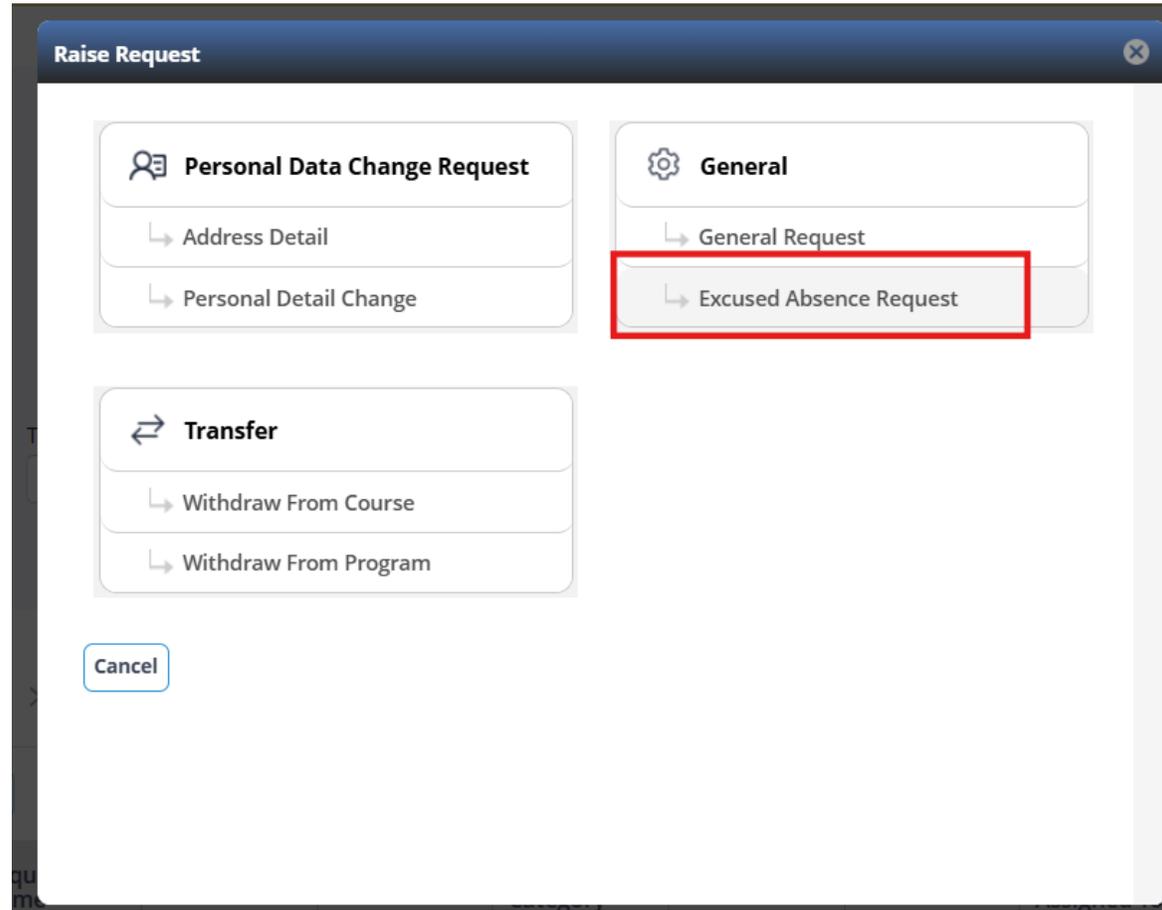
- ↳ Address Detail
- ↳ Personal Detail Change

- ↳ General Request
- ↳ Excused Absence Request

- ↳ Withdraw From Course
- ↳ Withdraw From Program

## To raise a sick leave request

1. After following the previous slide, this page will open up. Select “Excused Absence Request”



The screenshot shows a 'Raise Request' window with a blue header and a close button. The window is divided into several sections:

- Personal Data Change Request** (with a person icon):
  - ↳ Address Detail
  - ↳ Personal Detail Change
- Transfer** (with a double-headed arrow icon):
  - ↳ Withdraw From Course
  - ↳ Withdraw From Program
- General** (with a gear icon):
  - ↳ General Request
  - ↳ **Excused Absence Request** (highlighted with a red box)

A 'Cancel' button is located at the bottom left of the window.



## To raise a sick leave request

2. You will be redirected to this page. Make sure the information is correct then click on “Upload & Submit” to upload your document

A screenshot of the ZADK student portal interface. The header shows the ZADK logo and the text 'ZADK Saudi Culinary Arts Academy - Al Khobar' and 'Student'. The main content area is titled 'General Request' and contains a form with the following fields:

- Program: Diploma in Culinary Arts
- Intake: [Redacted]
- Period Name: Semester 2
- Academy Location: ZADK Saudi Culinary Arts Academy - Al Khobar
- Campus: Not Available
- Basic Details section:
  - Entered By: [Redacted]
  - Request Assigned To: Auto
  - Request Date: 28/05/2025
  - Request By: Student
  - Request Category: Excused Absence Request
  - Request Type: Excused Absence Request
  - Amount: [Empty field]
  - Request Details: [Empty text area]

A red box highlights the 'Upload & Submit' button at the bottom of the form. The footer contains the text 'Copyright © 2025, Academia. All Rights Reserved'.

## To raise a sick leave request

3. A new section will open at the bottom. Kindly select “Upload”.
4. Give your document and **English** name.
5. Upload your document.



**Upload & Submit**

Documents

Total Records: 0      Voluntary Documents

**Upload**   Delete

Document Name

Comments:

**Submit**

**Document Details** [Close]

Document Name: \*  
sick leave

Select File: \*  
download.jpg      **Upload**

**Save**   **Cancel**

To raise a sick leave request

## 6. Submit your request

The screenshot displays the user interface of the ZADK Saudi Culinary Arts Academy portal. The header includes the ZADK logo and the text 'ZADK Saudi Culinary Arts Academy - Al Khobar'. The navigation menu on the left contains 'My Profile', 'Academics', 'Request', and 'Appointment'. The main content area shows the 'General Request' form, which includes a text input field, an 'Upload & Submit' button, and a 'Documents' section. The 'Documents' section displays 'Total Records: 1' and 'Voluntary Documents'. A table lists one document with the name 'sick leave'. Below the table is a 'Comments' section with a text input field and a 'Submit' button, which is highlighted with a red box.

ZADK Saudi Culinary Arts Academy - Al Khobar

Menu Search

My Dashboard | All Requests | General Request

Upload & Submit

Documents

Total Records: 1

Voluntary Documents

Upload Delete

Document Name

sick leave

Comments:

Submit



## Reporting IT Issues

If you face any technical issues or have any questions,  
please don't hesitate to contact us!

**Student IT Support email:**

[studentitsupport@zadk.com.sa](mailto:studentitsupport@zadk.com.sa)

