



Academia Guide: Sick Leave Request

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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 dashboard. The browser tab is labeled 'Academia' and the address bar shows 'zadk.academiaerp.com'. The dashboard header includes the ZADK logo, the text 'ZADK Saudi Culinary Arts Academy - Al Khobar', a 'Student' profile icon, and a 'Finish update' button. The main content area has a 'My Dashboard' tab, a date range selector set to '15/03/2025 To 15/04/2025', and buttons for 'Apply' and 'Reset'. A sidebar on the left contains a 'Menu Search' bar and links to 'My Profile', 'Academics', 'Request', and 'Appointment'. The background features a large 'ACADEMIA by SEROSOFT' watermark. The footer contains copyright information and a footer logo for 'VISION 2030' (رؤية 2030) with the text 'المملكة العربية السعودية' and 'KINGDOM OF SAUDI ARABIA'.

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VISION رؤية 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

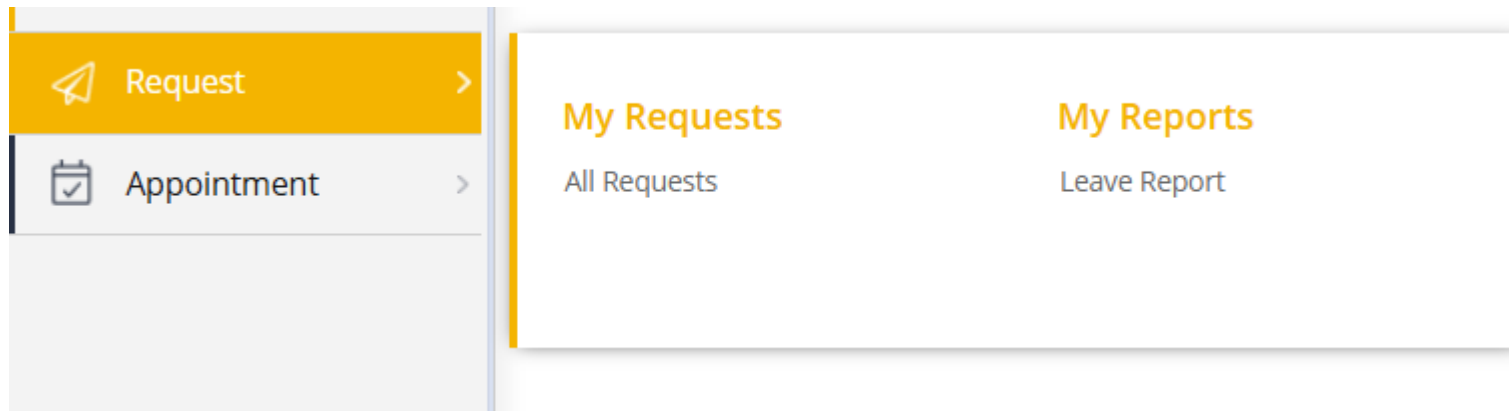
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Release Name: ML-Santana Release Date: 2025-02-19 12:32 Version: 1.0.125 About Us Contact Us Privacy Policy

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 x All Requests x

Request ID:
Enter 3 char to auto search 🔍

Service Request Status:
▼

Request Category:
▼

From Date: To Date:
📅 📅

Search **Reset**

100 ▼ 1-0 of 0 > >> All Req

Raise Request

Request ID	Request By	Requester Name	Program	Section	Request Category	Re
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Raise Request x

Personal Data Change Request

- Address Detail
- Personal Detail Change

General

- General Request
- Excused Absence Request

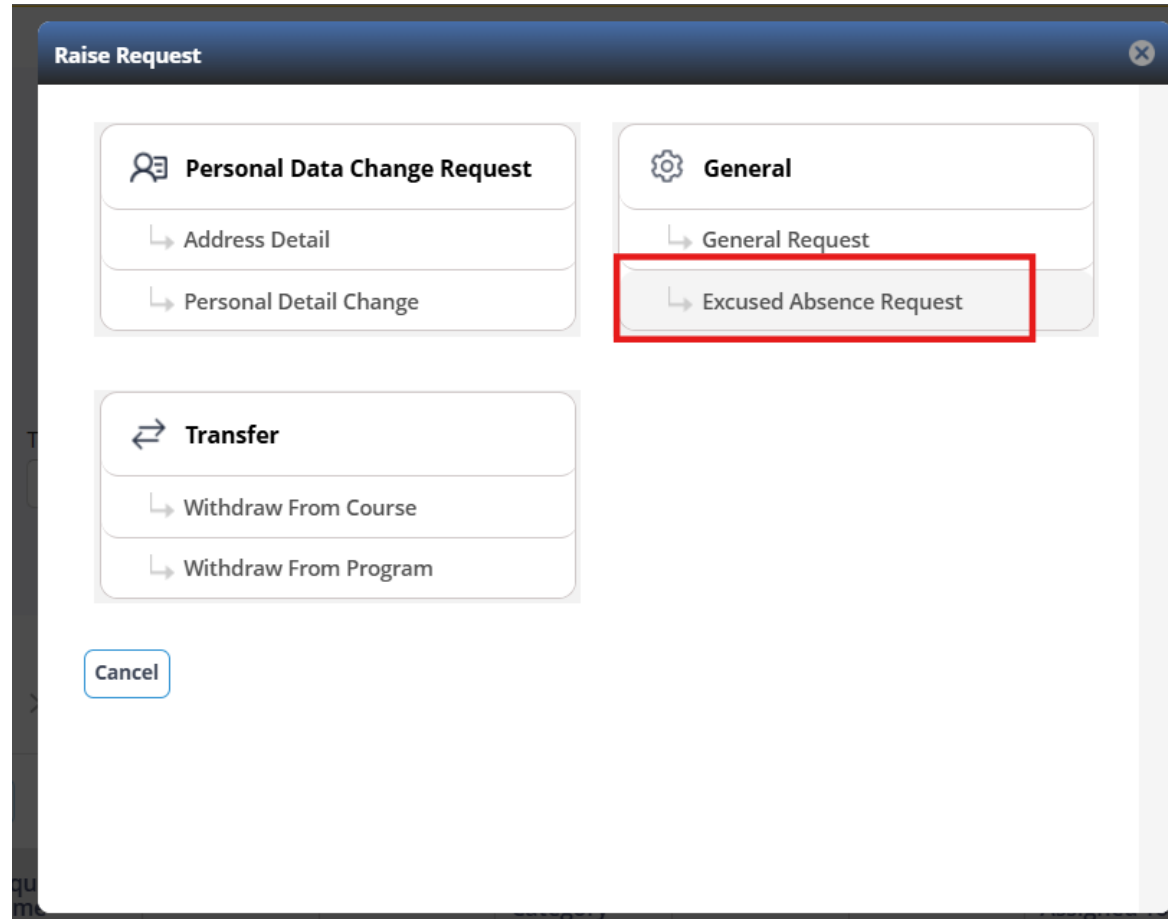
Transfer

- Withdraw From Course
- Withdraw From Program

Cancel

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 web application window titled "Raise Request". It contains three main sections of request types:

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

A "Cancel" button is located at the bottom left of the form.



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



ZADK Saudi Culinary Arts Academy - Al Khobar Student

Menu Search

My Profile > Academics > Request > Appointment >

My Dashboard All Requests General Request

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

Entered By: [Redacted] Request Assigned To: Auto Instructions:

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]

Upload & Submit

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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

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 academy's name in Arabic and English, and the user's name 'Stu'. The left sidebar contains navigation links: 'My Profile', 'Academics', 'Request', and 'Appointment'. The main content area shows the 'General Request' tab selected, with an 'Upload & Submit' button. Below this, a section titled 'Documents' shows 'Total Records: 1' and a table of 'Voluntary Documents'. The table has a single entry with the document name 'sick leave'. At the bottom of the form, there is a 'Comments' field and a 'Submit' button, which is highlighted with a red rectangular box.

ZADK Saudi Culinary Arts Academy - Al Khobar

Menu Search

My Dashboard All Requests General Request

My Profile >

Academics >

Request >

Appointment >

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

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