



Academia Guide: Sick Leave Request

Types of Requests



Address Detail

- Update address details

Personal Details Change

- Update personal details

General

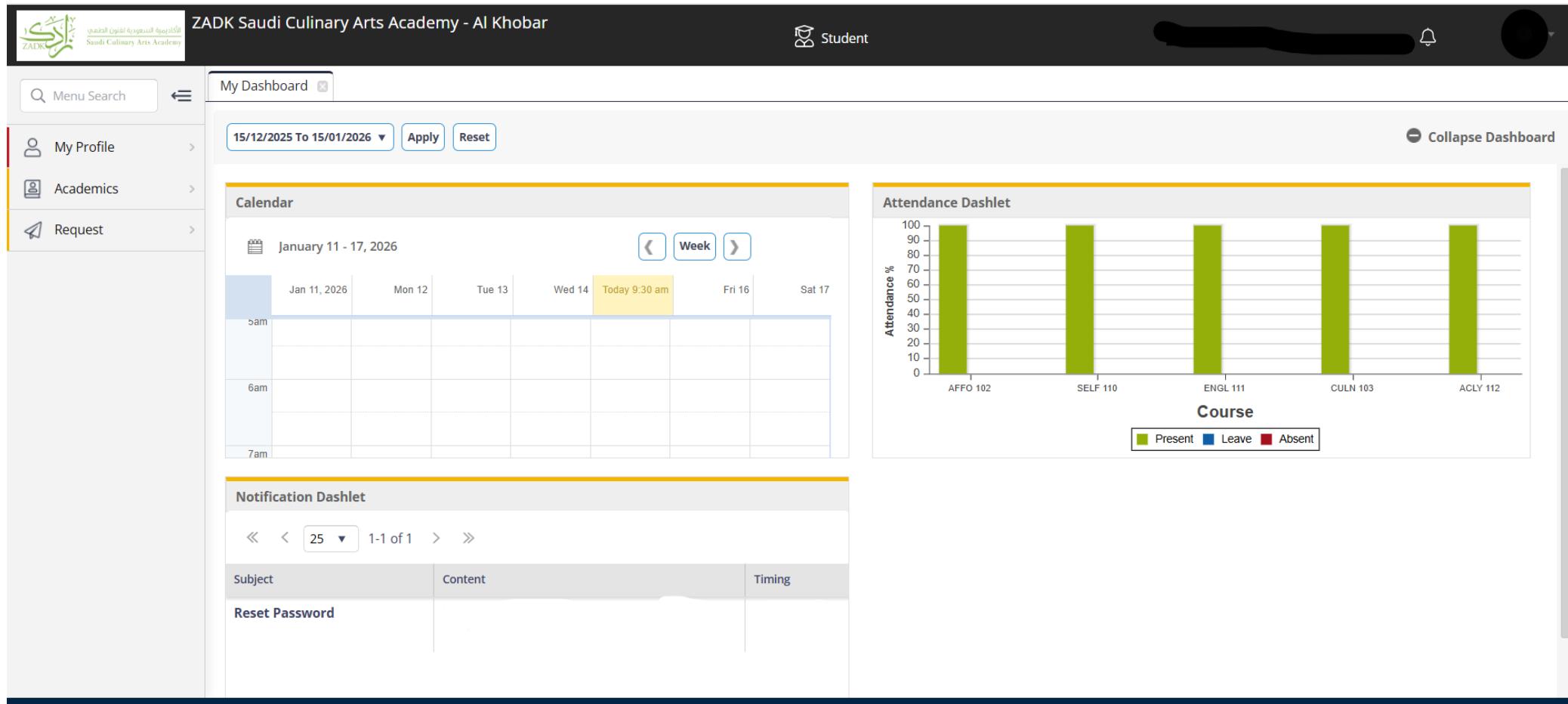
- General Request
- Excused Leave Request

Transfer

- Withdraw from program
- Withdraw from course

Dashboard

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



ZADK Saudi Culinary Arts Academy - Al Khobar

Student

My Dashboard

15/12/2025 To 15/01/2026

Collapse Dashboard

Calendar

January 11 - 17, 2026

Jan 11, 2026 Mon 12 Tue 13 Wed 14 Today 9:30 am Fri 16 Sat 17

5am 6am 7am

Notification Dashlet

1-1 of 1

Subject Content Timing

Reset Password

Attendance Dashlet

Attendance %

Course

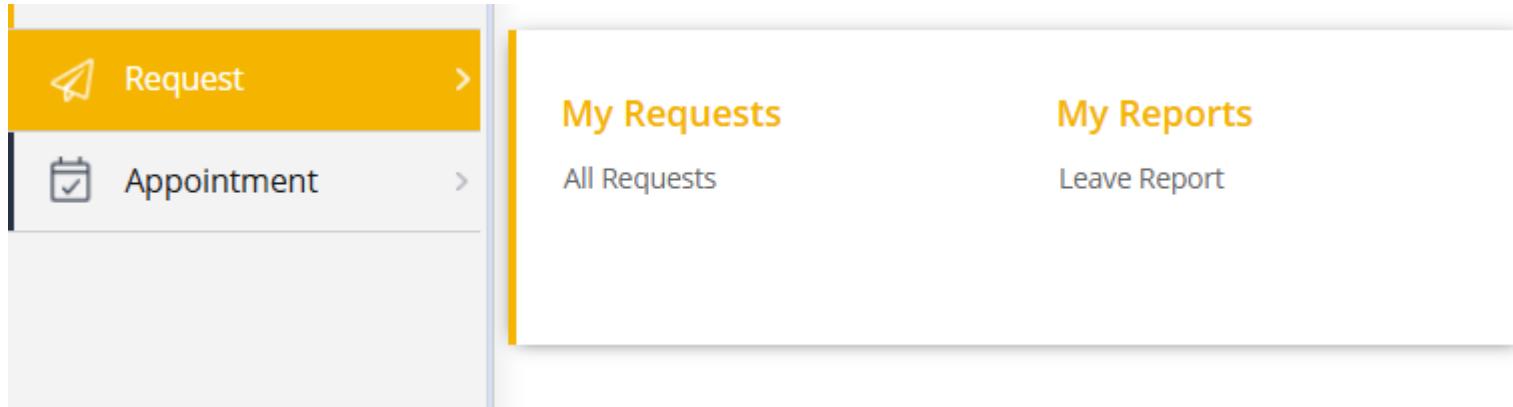
AFFO 102 SELF 110 ENGL 111 GULN 103 ACLY 112

Present Leave Absent

To raise a Personal Detail Change request



- Navigate to “All Requests” from the *Request* menu



To raise an Excused Absence request

1. Select “Raise Request”.

This will open a page with the type of requests that you can choose from.

2. Select “Excused Absence Request”

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

Personal Data Change Request

- Address Detail
- Personal Detail Change

General

- General Request
- Excused Absence Request**
- Retake Examination

Transfer

- Withdraw From Course
- Withdraw From Program

Cancel



To raise an Excused Absence request

3. Make sure the information is correct, click on “Upload & Submit” to upload your document

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Student

My Dashboard All Requests General Request

Program: Intake: [REDACTED]

Diploma in Culinary Arts

Period Name: Academy Location: Campus:

Semester 2 ZADK Saudi Culinary Arts Academy - Not Available

Al Khobar

Basic Details

Entered By: Request Assigned To: Instructions:

[REDACTED] Auto

Request Date: * Request By: *

28/05/2025 Student

Request Category: * Request Type: *

Excused Absence Request Excused Absence Request

Amount:

Request Details:

Upload & Submit

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To raise an Excused Absence request

4. A new section will open at the bottom. Select “Upload”.
5. Give your document an **English** name.
6. Select “Upload” & upload your document.
7. Save



Upload & Submit

Documents

Total Records: 0

Voluntary Documents

Document Name

Comments:

Upload Delete

Submit

A screenshot of a web interface for uploading documents. It shows a table with one row. The first column contains the text 'Total Records: 0'. The second column is labeled 'Voluntary Documents'. Below the table, there is a section for 'Document Name' with a red box around the 'Upload' button. Below this, there is a 'Comments:' section with a text input field and a 'Submit' button at the bottom.

Document Details

Document Name: *

sick leave

Select File: *

download.jpg

Upload

Save Cancel

A screenshot of a 'Document Details' modal window. It contains fields for 'Document Name' (set to 'sick leave') and 'Select File' (set to 'download.jpg'). The 'Upload' button is highlighted with a red box. At the bottom, there are 'Save' and 'Cancel' buttons.

To raise an Excused Absence request

8. Write in the comment section the reason of your absence and the date.
9. Select “Submit” to submit your request.



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Stu

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

The 'General Request' tab is selected. The 'Upload & Submit' button is highlighted with a red box. The 'Submit' button at the bottom is also highlighted with a red box.





**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

Thursday, January 15, 2026

By: Rajaa Zeidan,
IT Support