




# tellico

Pension solutions. Banking. Real estate.

## Tellco pkPRO



## Absence Management: it's that simple

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.


<b>Contact person</b> ⓘ	
Title*	<input type="text"/>
First name*	<input type="text"/>
Last name*	<input type="text"/>
Phone*	<input type="text"/>
E-mail address*	<input type="text"/>
Company name*	<input type="text"/>

### 2. Insured person

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

<b>Insured person</b> ⓘ	
Title*	<input type="text"/>
First name*	<input type="text"/>
Last name*	<input type="text"/>
Date of birth*	<input type="text"/>

### 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. For more information, please see .

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

<b>Type of absence</b> ⓘ	
Reason for absence*	<input type="text"/>
New absence	<input checked="" type="radio"/>
Extension of absence	<input type="radio"/>
End of absence	<input type="radio"/>
<b>Duration</b> ⓘ	
Beginning of absence*	<input type="text" value="25.06.2018"/>
End of absence	<input type="text" value="25.06.2018"/>
Extent of absence	<input type="text" value="0"/> %
Comments	<input type="text"/>

### 4. Documentation

You can upload a maximum of five supporting documents before submitting the notification, for example medical certificates, applications for daily sickness benefits, applications under the AIA, or daily allowance statements.

Once you have clicked "Send", you will receive confirmation that the absence notification has been successfully submitted.

You will also receive a confirmation e-mail containing all your details and a unique reference number (you will need this number for any further matters regarding the absence).