

**Circular No. (2/2015)**

<b>From</b>	Qatar Council for Healthcare Practitioners (QCHP)
<b>To</b>	<ul style="list-style-type: none"><li>All healthcare practitioners working in the private sector</li><li>All healthcare facilities' focal points in the private center</li></ul>
<b>Subject</b>	Process for Issuing Sick Leaves during <b>e-Jaza</b> Downtime
<b>Date</b>	19/01/2015

"The Registration Department in Qatar Council for Healthcare Practitioners presents to you its compliments".

Further to the previous circulars number (20/2014) and number (24/2014) regarding the Central Governmental Electronic Sick Leave System (**e-Jaza**), please note that any downtime that occurs on the e-Jaza system will be registered by QCHP and the system will enable **back-dated** sick leaves for these specific periods only. This will only be a temporary solution until we issue a permanent electronic solution in a few weeks time that will enable healthcare practitioners to issue e-Jazas during downtime.

In the meantime, please do the following when the e-Jaza system is down:

- ✓ Issue manual sick leaves (if needed) for the patients you receive during this period
- ✓ Once the downtime is over, enter the details of the manual sick leaves issued on the e-Jaza system. The system will allow backdated sick leaves for those periods.

For any technical issues, please contact: [QCHPheldesk@sch.gov.qa](mailto:QCHPheldesk@sch.gov.qa)

**Please note that the above mentioned will be effective immediately.**

**Thank you for your cooperation.**

**The Registration Department Team in Qatar Council for Healthcare Practitioners**