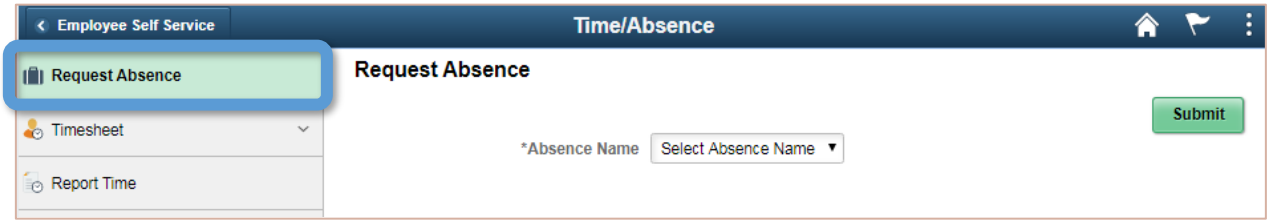
Request an Absence

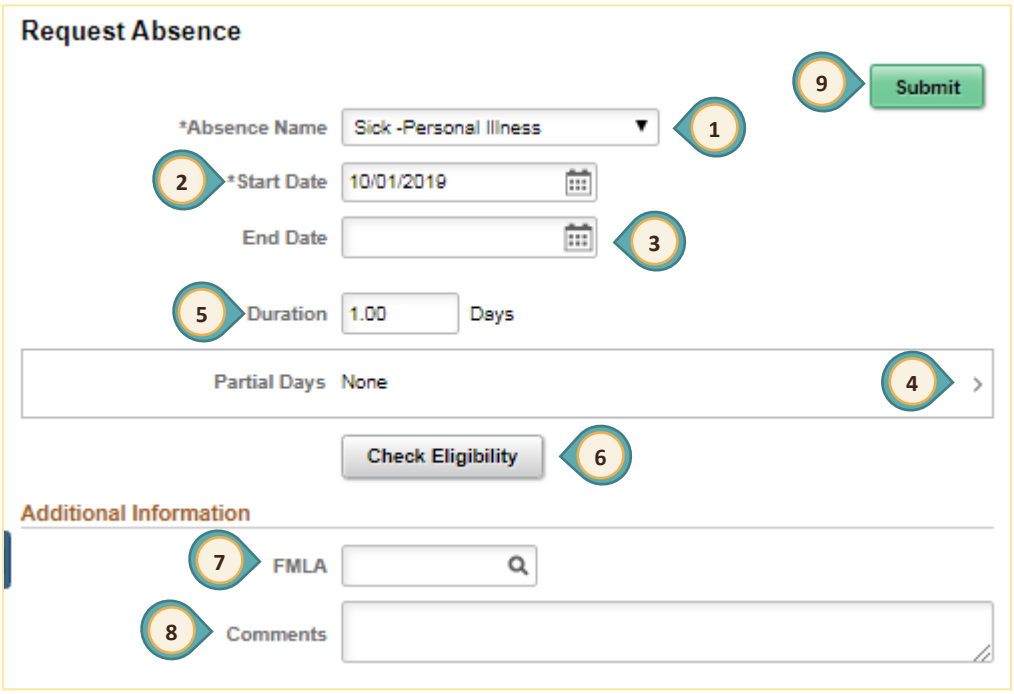
From **Employee Self Service**, select the **Time/Absence** tile.

Click the **Request Absence** option from the left side panel to display the page.



Select the **Absence Name** from the drop-down field.

1. The following example shows a **Sick-Personal Illness** full single day absence:



2. Enter the **Start Date** (first day of the leave) of the absence.

3. Enter the **End Date** of the absence. (If the absence is one day, the start date and the end date will be the same date.)

4. If the absence is for a partial day, click the **>** symbol on the right side of the Partial Days box. A new window will appear.

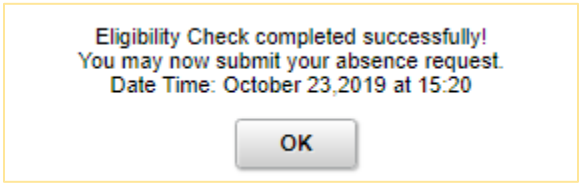
   The **Partial Days** drop-down has several options. Here is a brief explanation of each:

   - To take a partial day for multiple days in a row, use **All Days**.
   - To leave early or arrive later on the last day of the date range, use **End Day Only**.
   - To leave early or arrive later on the first day of the date range, use **Start Day Only**.
   - To take partial days on both the start and end dates in the date range, use **Start and End Days**.

   Select the appropriate option from the drop-down list, and then click the **Done** button.

5. The **Duration** will display based upon the length of the absence using the start and the end dates and the position type. (i.e.: Certified/Unified in days, Support Professionals/School Police in hours, etc.)

6. Next, click the **Check Eligibility** button. During this step the system will check to ensure the employee has sufficient leave to request the time off. A message will appear stating the eligibility check was successfully completed, or it will state errors exist that need to be corrected.



If the eligibility check states that there is not enough of the requested leave type, the employee will need to select another leave type before it can be submitted, or the employee may cancel the current absence request. If the absence name or dates change, the check eligibility procedure will need to be re-run before submitting again.

7. Enter **FMLA Information** about the requested leave, if required.

8. Enter **Comments** about the requested leave, if required.
   NOTE: *Once a comment has been entered, it **cannot** be deleted or modified.*

9. Click the **Submit** button to complete the absence request and route it for approval.

If the **Submit** button is clicked before the **Check Eligibility** button, a warning message will appear stating, "You must **forecast** [*check eligibility*] this absence before submitting."