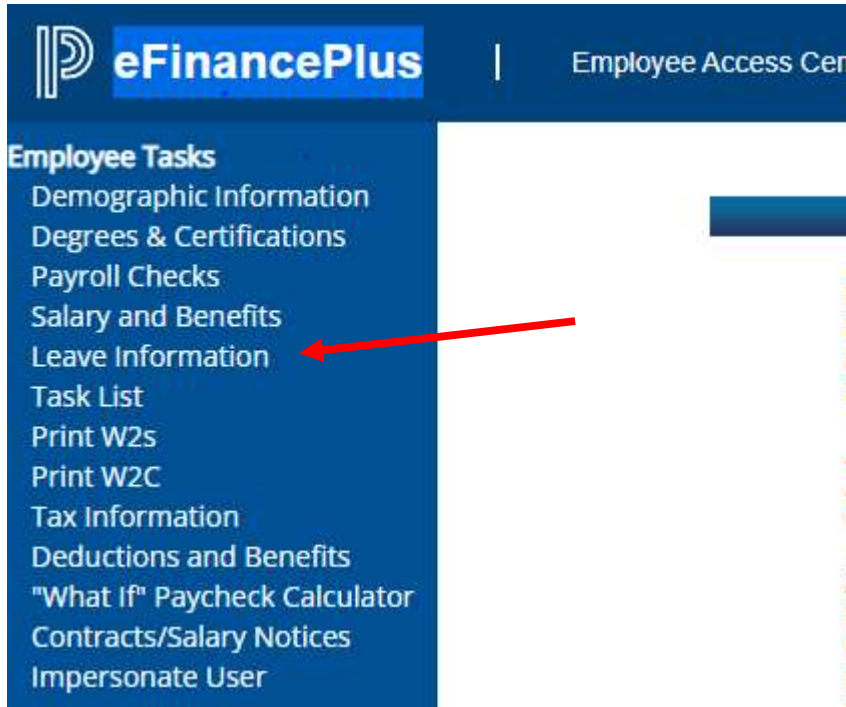


Leave Requests & Information

After signing onto the EAC, select “Leave Information” under the “Employee Tasks” on the left-hand side of the screen.




A leave calendar for the current school year will pop up.

To **view** available leave time, select “Leave Bank” at the top of the calendar

The screenshot shows the Leave Calendar interface. At the top, there is a blue header with the text "Leave is accurate to last payrun" and "Leave Calendar". Below the header, there are two links: "Leave Banks" and "Leave Requests". A red arrow points to the "Leave Banks" link. Below the links, there is a grid of 12 monthly calendars for the school year from July 2016 to June 2017. Each calendar shows the days of the month, with some days highlighted in green to indicate available leave time. For example, in July 2016, days 4, 5, 6, 7, 8, and 9 are highlighted. In August 2016, days 1, 2, 3, 4, 5, and 6 are highlighted. In September 2016, days 4, 5, 6, 7, 8, 9, and 10 are highlighted. In October 2016, days 2, 3, 4, 5, 6, 7, and 8 are highlighted. In November 2016, days 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, and 26 are highlighted. In December 2016, days 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted. In January 2017, days 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted. In February 2017, days 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28 are highlighted. In March 2017, days 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted. In April 2017, days 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted. In May 2017, days 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted. In June 2017, days 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted.

All available leave is listed and will show the amount of leave taken and earned year to date as well as the remaining balance.

Click  under “Show Leave Detail” to view information on selected leave code.

Leave is accurate to last payroll calculation.

Leave Banks					
Leave Calendar Leave Requests					
Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance	Show Leave Detail
201 - PERSONAL LEAVE	Days	0.0000	0.5000	0.5000	
001 - SICK	Days	0.0000	1.2500	1.2500	
101 - VACATION UNDER 10 YEARS	Days	1.0000	0.8333	-0.1667	

To **request** leave time, choose the “Leave Request” link at the top of the calendar.

Leave is accurate to last payroll

[Leave Calendar](#)

[Leave Banks](#) | [Leave Requests](#)

July 2016	August 2016	September 2016	October 2016
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29
31			30 31

November 2016	December 2016	January 2017	February 2017
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
6 7 8 9 10 11 12	4 5 6 7 8 9 10	1 2 3 4 5 6 7	5 6 7 8 9 10 11
13 14 15 16 17 18 19	11 12 13 14 15 16 17	8 9 10 11 12 13 14	12 13 14 15 16 17 18
20 21 22 23 24 25 26	18 19 20 21 22 23 24	15 16 17 18 19 20 21	19 20 21 22 23 24 25
27 28 29 30	25 26 27 28 29 30 31	22 23 24 25 26 27 28	26 27 28

March 2017	April 2017	May 2017	June 2017
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30
	30		

Click the “Add a New Leave Request” button.

Review Leave Requests

Listed below are your historical leave requests.

[Add a New Leave Request](#)

There are no requests to view.

Select the "Leave Type" from the drop-down menu that should be used.

Leave Request Information

Leave Type*

Start Date* 01/01/2022

End Date* 01/01/2022

Days* 0.0000

Enter Start Date and End Date. If you are taking one day of leave, the "Start Date" and "End Date" will be the same date.

Input total time off (in days). Remember that time off must be in quarter day increments. (ie: .25, .50, .75, or 1.00)

If you are putting in a leave request for a date that is in the past, you will receive a "warning" at the top of the page. This is ONLY a warning and you can continue to save the request.

Unsaved Changes

There were warnings associated with the selected date range:

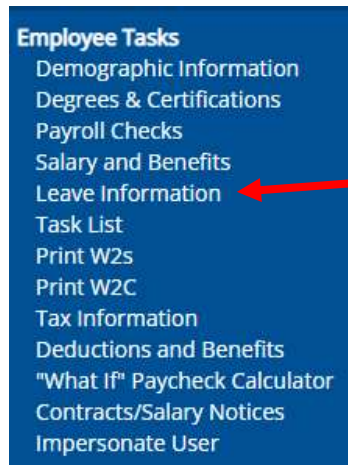
- The selected Start Date is prior to today.

Add any additional information in Notes section.



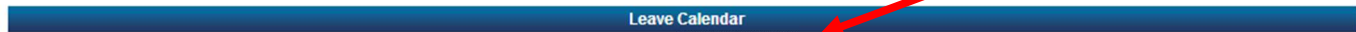
Click the "Save" button in upper right hand corner.

To **cancel or change** leave time, select "Leave Information" on the main menu,



then click on "Leave Requests".

Leave is accurate to last payrun



[Leave Banks](#) | [Leave Requests](#)

July 2016							August 2016							September 2016							October 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24							
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30								
31																											

November 2016							December 2016							January 2017							February 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						5						1	2	3													
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7							
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14							
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21							
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28							

March 2017							April 2017							May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
													1														
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13							
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20							
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27							
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31										



Leave requests may be canceled by clicking on the trash can in the upper right-hand corner.

You will receive e-mail notifications of the approval, denial, or cancellation of leave requests.