

Leave Information

1. Select Leave Information on the main menu.
2. To **view** available leave time, select "Leave Bank" at the top of the calendar

Leave is accurate to last payroll

[Leave Calendar](#)

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

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- a. 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, click on the “Leave Request” link at the top of the calendar.

Leave is accurate to last payrun

Leave Calendar

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

- Click the “Add a New Leave Request” button.

Review Leave Requests

Listed below are your historical leave requests.

There are no leave requests to view.


- Select Leave Type from the drop-down menu.
- Enter Start Date and End Date.
- Input total time off (in days) in Units. **Please remember that time off must be in quarter day increments.**
- Add any additional information in Notes section.



- Click Save button in upper right hand corner.
- You will receive e-mail notification of the approval or denial of leave requests.

4. To **check status** of leave request, select “Leave Information” on the main menu, then click on “Leave Requests”.
 - a. Click on the **blue** leave type link to view leave request.



5. Leave requests may be canceled by clicking on the trash can  in the upper right-hand corner. You will receive an e-mail confirmation of your leave cancellation.