EMPLOYEE ACCESS (EA) TIME OFF LEAVE APPROVAL QUICK REFERENCE GUIDE

Time Off Overview

All leave must be approved by a Supervisor. Supervisors should discuss leave arrangements with staff members, as part of the annual work planning process.

The factors to be determined when considering a request for planned leave:

- Availability of paid leave
- Ability to maintain service provision
- Operational impact for the school / department
- Implications of not being able to grant reasonable requests for leave.

When an employee requests leave, the system checks the employee's calendar to determine:

- if the absence is entered on a work day, a non-working day, or a district holiday
- if there is sufficient available leave to cover the entire absence
- the number of hours per day does not exceed the employee's contracted hours
- an entry with an existing time data for the same day does not occur.

Time Off Requests Awaiting Approval Notifications

Leave requests awaiting approval notification displays on the Employee Access Main Dashboard page. Notification of new requests will be also sent to the approvers email address.

View and Approve Leave Requests

To view leave requests:

1. From the **Employee Access** Main Dashboard, you can access the approvals one of 3 ways.

Time Off Requests Awaiting Approval

Click the ⚠️ to open the Items **Waiting for My Approval / Attention** window.

Click the **Time Off** button to open the Time Off to sub-menu, to access the **My Approvals** link.

2. Click ⚠️ Time Off Awaiting My Approval from the EA Main Dashboard or Click **TIME OFF REQUESTS**

or Click **My Approvals** from the sub-menu to open the **My Approvals** Screen.

To Approve / Deny a Leave Request:

1. Review the leave request by clicking the chevon next the date of the leave request you want to approve. ▶

2. Click either the approve or deny box. [Approve] [Deny]

3. Click the [Select All -All Emps-] button to check the Approve box for all requests displayed.

4. Click the [Submit Approvals and Denials] button to submit the approvals and denials.

Note: After the submittal process has completed the employee will receive an email notifying them that the request has been approved or denied.