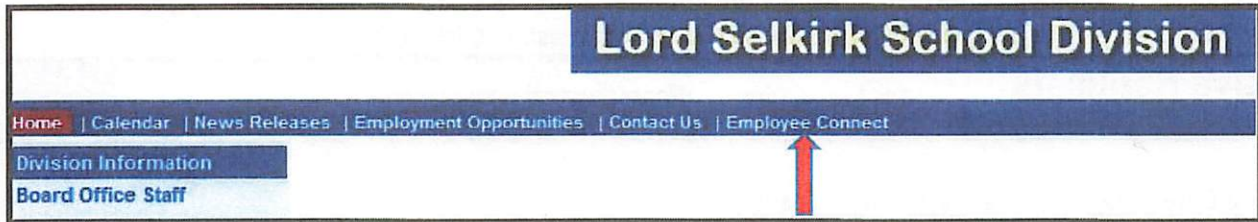# ONLINE LEAVES IN EMPLOYEE CONNECT

Go to the division home page and log in to your Employee Connect account using your email and password.
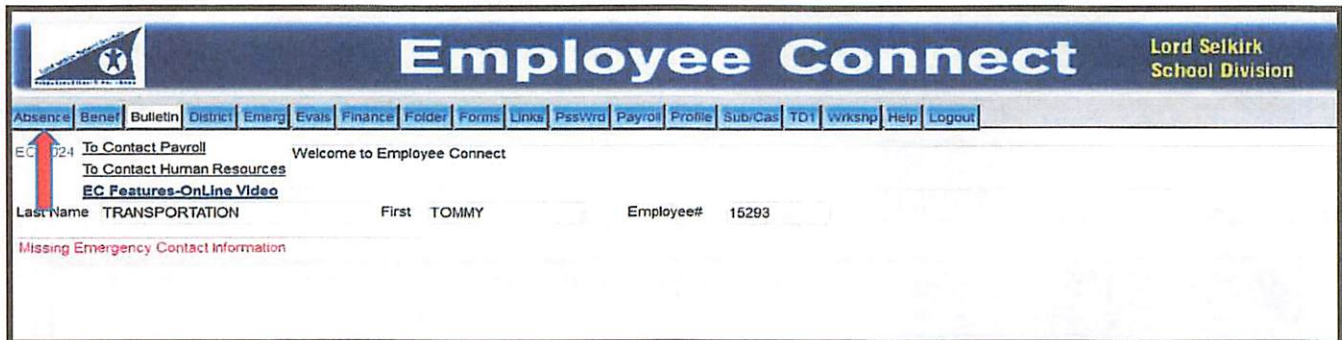

Click Sign In.

IMPORTANT NOTICE
You will need to allow pop ups for this site.
This is a safe and secure web site.

Use the cursor to open the Absence tab. Click on Absence Details to see your current balances.

To enter a Leave Request - use your cursor to drop down options on the Absence Tab.

1. Select Leave Request.
2. Use drop down list to select the correct type of leave you are requesting.
3. Click on Add to move on to the Leave details page.

ONLINE LEAVES IN EMPLOYEE CONNECT

You are now on the Leave Request page. Many of the * required fields will automatically fill in.
Now it's your turn to you fill in the rest of the needed information.
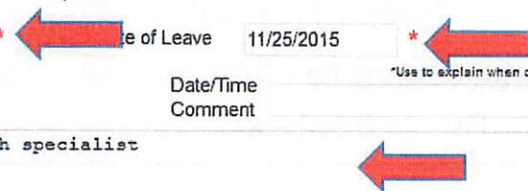Absence Reason – Use the Drop Down list to choose the correct reason. Click Add.

Leave Requests	Add Leave Type	Illness/Medical Appointment	▼	Add

Enter First Date of Leave. Enter Last Date of Leave.
Enter Total Number of Days.
Enter the Reason for your leave request.

Important: All staff must fill in Substitute / Casual Required information.
Select the correct response from the drop down list.

Last Name	TRANSPORTATION	First	TOMMY	Employee#	15293

Leave# 0   Type SICKB   Illness/Medical Appointment

"If an appropriate category is not found - consider changing the leave type"
*   ..Category Not Required..   ▼   10/26/2015

Save

Job	Bus Driver	▼ *	Location	... No Location ...	▼ *

Short Description   Illness/Medical Appointment   *   Extension/Duplication of Leave

Absence Reason   Sick - Self   ▼ *   ... No Leave Selected ...

First Date of Leave MM/DD/YYYY   11/25/2015   *   te of Leave   11/25/2015   *   *Use this to COPY information from another leave*

Total Number of Hours 4   *   Date/Time Comment   *Use to explain when date range and time are inconsistent*   "weekend"

Rationale/Reason   Medical appointment with specialist   *
"Details/Where/Why/Billing Reason"

Substitute/Casual Required   Sub Required ALL Day(s) ▼   ATTACH Button will appear after SAVE has been selected

Brief comment FOR Sub/Cas (Max 3 lines)   EA joins bus at third stop   Attachment Description *(Mandatory if including attachment)*   ..No Description.. ▼

Brief comment for BOOKING Clerk   Bus #100 pu at Compound

The most important step is click **Save** or your entry will be lost.

Save	Print	Exit	** Leave Request Add Successful - Attach Document if applicable

You can check the status of your request in Employee Connect. Go to Absences tab and select Leaves.

iew	Status	Request#	Type	Location	Requested Date	Leave Date	Days Hours	Comment
View	Pending Recommendation	201507788	Illness/Medical Appointment	TRANSPORTATION Sub Required ALL Day(s)	10/26/2015	10/29/2015	4.0000 Hours	Illness/Medical Appointme

You can delete a leave before it is approved. Go to View and then select OK to Delete

Delete	☐ OK to Delete