Absence Request
This guide will show you how to submit leave request in ctcLink.

Employee Self Service Request Absence

9.2 ESS request Absence (fluid)
Employee Self Service Request Absence

Navigation: Employee Self Service (Homepage) > Time (Tile) > Request Absence (tile).
1. The Time tile page displays.
2. Select the Request Absence tile.
Request Absence

3. The **Request Absence** page displays.
   - If the employee has multiple jobs, Select the appropriate job from the drop-down menu.

4. Select the **Absence Name** from the drop-down menu.

5. Only leave types that the employee has been associated with will be displayed.

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**Changing the Absence Name will clear the detailed information associated.**

- Select Absence Name
  - 280 Non-Comp Sick Lv
  - 280 Personal Holiday
  - 280 Sick Leave
  - 280 Vacation Leave
  - CTC Bereavement Leave
  - CTC Civil/Jury Duty
  - CTC Furlough Take
  - CTC Leave w/o Pay
  - CTC Life Giving Donation
  - CTC Military Leave w/ Pay
  - Select Absence Name
The Request Absence page is updated

6. Enter the **Start Date** and **End Date** of the absence.

7. Select a **Reason** from the drop-down menu (optional).

8. **Reasons** are unique to the **Absence Name** chosen and will change based on the **Name** selection.
   - NOTE: If the Absence has to do with FMLA, the Absence Reason is **required**.

9. Enter the **Duration** hours if needed. The system should automatically calculate hours depending on your start and end date.
   - Typically, it’s easier to fill in the date range and then allow the program to calculate hours based on your schedule.

10. Select the **Partial Days** grid link if applicable.

<table>
<thead>
<tr>
<th>*Absence Name</th>
<th>280 Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Compensable Sick Leave</td>
</tr>
<tr>
<td>Start Date</td>
<td>04/15/2022</td>
</tr>
<tr>
<td>End Date</td>
<td>04/19/2022</td>
</tr>
<tr>
<td>Duration</td>
<td>20.00 Hours</td>
</tr>
</tbody>
</table>

Partial Days: Start Day Only
Partial Days Pagelete

11. Select an option for the Partial Days menu. Available choices are dependent on the Absence Name.
   - **All Days** - Every day of the absence is a partial day.
     - If this is chosen the employee will need to pick the number of hours each day the absence will span.
     - If there are different hour amounts each day of the absence the employee should submit multiple absence requests.
   - **End Day Only** - The last day of the absence is a partial or half day.
   - **None** - Every day of the absence is a full day out on leave.
   - **Start and End Days** - Both the Start of the absence and the End are either partial or half days.
   - **Start Day Only** - The first day of the absence is a partial or half day.

12. If the employee selected **All Days, End Day Only, Start and End Days, or Start Day Only** they will need to indicate how many hours of the day(s) they will be absent.
   - If the day of the absence is a half day, select the Start Day is Half Day slide button is moved to display the Yes value.
   - In the case of **Start and End Days**, you can indicate different hours for the Start day than the End day and either day can be updated as a **Half Day** if desired.

13. Select the Done button.
14. The Request Absence page displays.
15. Enter a note in the Comments field at this time (optional).
16. Scroll to the right and select the Submit button.

17. You will be taken to a screen that asks you to confirm your decision.
18. Select the Yes button.
20. The Request Absence page displays.

21. Notice the Status is now Submitted.

22. The process to complete and submit an absence request is now complete.

23. End of procedure.