



Academic Employees ONLY

Want to see additional information on Volunteer Service?

Check out the [HR Volunteer Webpage](#) or the [Volunteer Center Webpage](#)

[Click Here for information how to manage leave during the Coronavirus.](#)

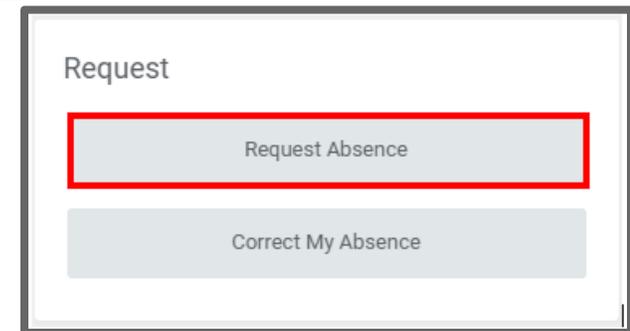
## Request Absence

1. Click the **Absence** app on the home page.



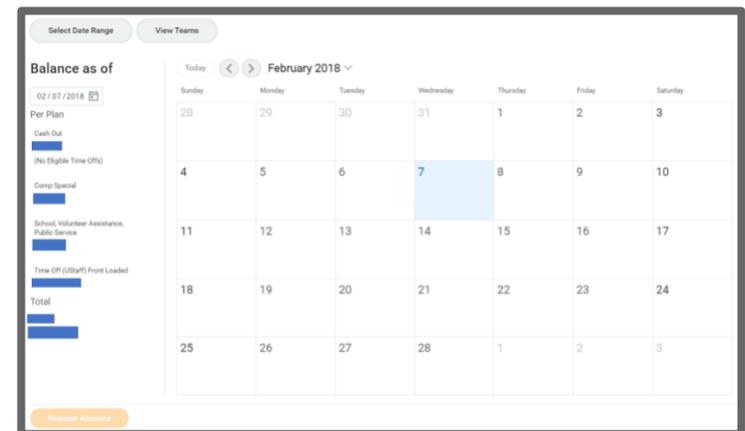
Absence

2. Under the **Request** column, click **Request Absence**.

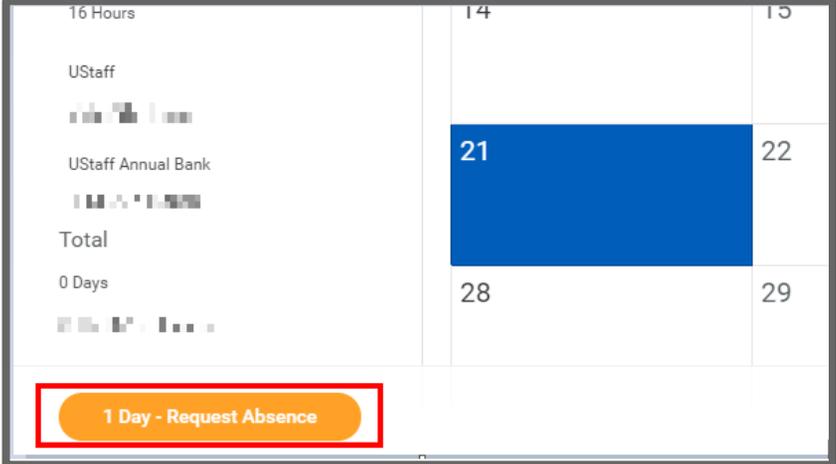


3. The Absence Calendar displays.

4. Click on the specific day or multiple days you wish to request time off.



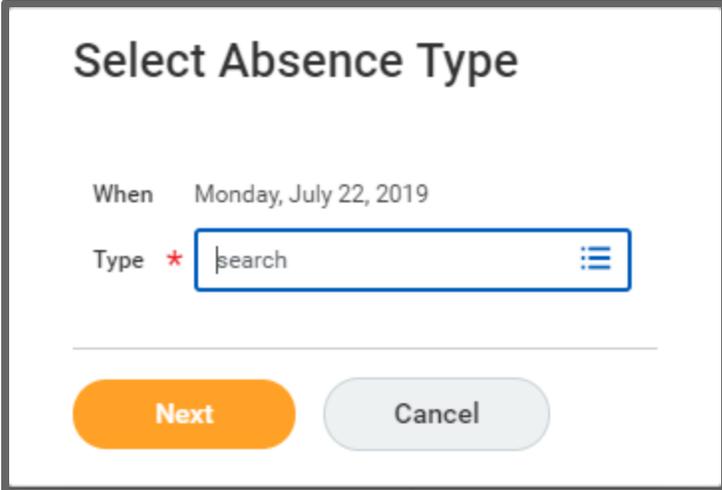
5. After selecting your date/days, click the **Request Absence** button at the bottom left.



16 Hours	14	15
UStaff		
UStaff Annual Bank	21	22
Total		
0 Days	28	29
<b>1 Day - Request Absence</b>		

6. Using the prompt, select the **Type** of Absence (School Assistance/Volunteer/Public Service Leave).

7. Click **Next**.



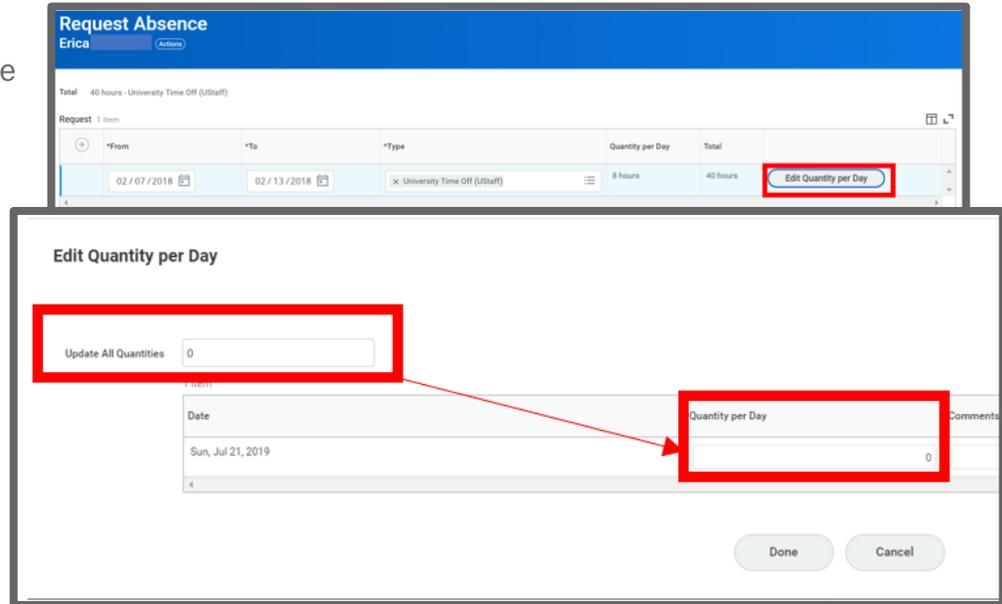
### Select Absence Type

When Monday, July 22, 2019

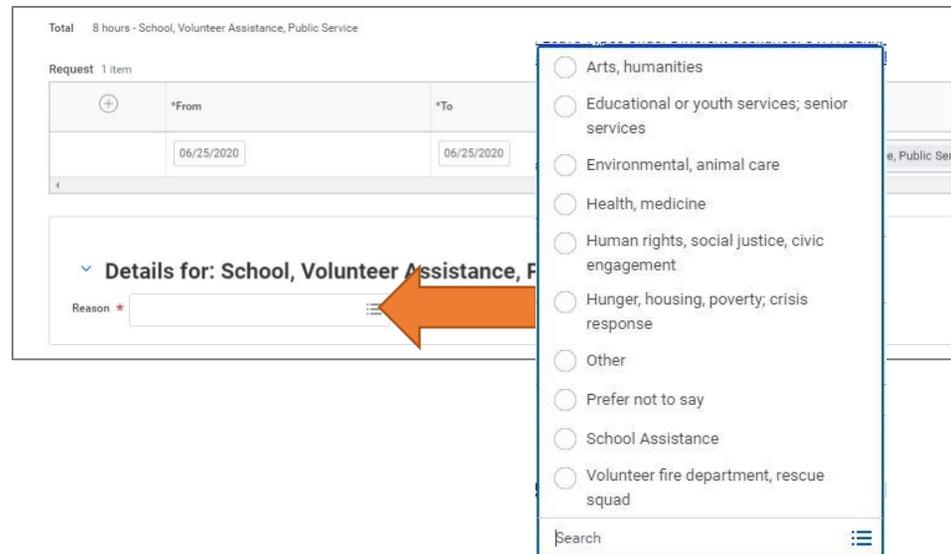
Type \*  

**Next** **Cancel**

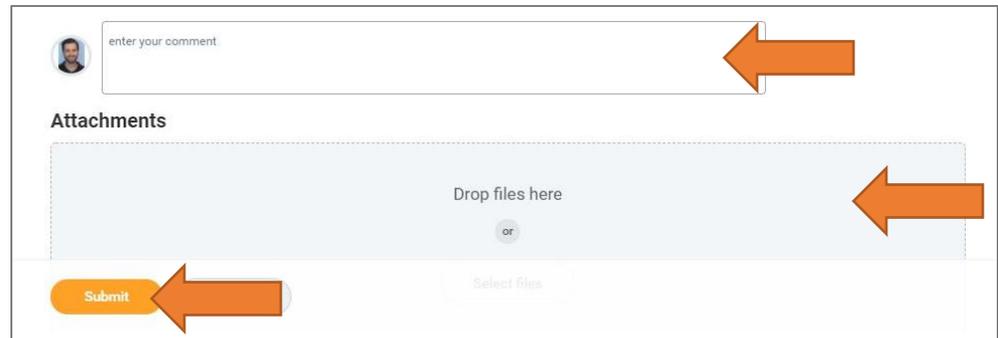
8. If you wish to request a partial day, instead of the whole day, click the **Edit Quantity per Day** to adjust the standard 8 hours for a workday.
  - a. To edit, enter a value in the **Update All Quantities** or the **Quantity per Day** field.
  - b. Click **Done**.



9. Select the supporting Reason (required), further identifying the School Assistance/Volunteer/Public Service Leave.



- 10. Enter a comment concerning this request, as needed to help your manager understand the nature of the request.
- 11. Attach any applicable documentation.
- 12. Click **Submit**.



The screenshot shows a web form for submitting a request. At the top, there is a text input field with a placeholder 'enter your comment' and a small profile picture icon to its left. An orange arrow points to the right side of this field. Below the comment field is a section titled 'Attachments'. It contains a large dashed border area with the text 'Drop files here' and 'or' below it. An orange arrow points to the right side of this area. At the bottom left of the form is a yellow 'Submit' button with an orange arrow pointing to its right side. To the right of the 'Submit' button is a 'Select files' button.



School Assistance/Volunteer/Public Service Leave routes to your manager for approval.