

# SUBMITTING A LEAVE REQUEST

## (Create/Edit Leave Request under Labor Management on Employee Home Page)

Employee Name\* BAKER, TERRY DALE - **Note 1**

Select Leave Request Week\* 12/31/2014

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1. Click calendar, select Monday of the week of desired leave.
2. Click “Create New Leave Request.”

Employee Name\* BAKER, TERRY DALE -

Select Leave Request Week\* 5/10/2021

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Day	Annual	Sick	Personal	Funeral	Relationship	Other	Other Reason	Total Hours	Is FMLA?	Status
Monday 05/10/2021	0.00	0.00	0.00	0.00		0.00		0.00	No	Saved
Tuesday 05/11/2021	0.00	0.00	0.00	0.00		0.00		0.00	No	Saved
Wednesday 05/12/2021	0.00	0.00	0.00	0.00		0.00		0.00	No	Saved
Thursday 05/13/2021	0.00	0.00	0.00	0.00		0.00		0.00	No	Saved
Friday 05/14/2021	0.00	0.00	0.00	0.00		0.00		0.00	No	Saved
Saturday 05/15/2021	0.00	0.00	0.00	0.00		0.00		0.00	No	Saved
Sunday 05/16/2021	0.00	0.00	0.00	0.00		0.00		0.00	No	Saved

Weekly Hours Total: 0.00

Comments:

Supervisor Comments:

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3. Enter hours of leave requested for each day. Entering “Funeral” will require the selection of a deceased relationship and “Other” will require the selection of other reason.
4. Click “Save” to save and edit later or click “Submit” to submit to supervisor for approval.

**Note 1:** This item will default to the person who is logged into Archibus.