

ENTERING LEAVE REQUESTS IN WEBLINK

Sign into Weblink

Select the **Employee Information** menu and then **Leave Request Entry**.

Fields to Complete

1. **Leave ID** - Enter the ID of the leave for which you are requesting to use or click on the magnifying glass to find the leave you are requesting. Double click on the leave.
2. **Start Date** – Click on calendar or enter date
3. **Start Time** – (example – 8:30 am)
4. **End Date** - Click on calendar or enter date
5. **End Time** - (example – 8:30 am)
6. **If All day** – click the box by All Day
7. **Number of Leave Units to Use** – will be in ½ day increments

Once this is complete you will be able to see your current Leave Balance as of the end of the previous month – it will include any absences already posted, ones that have been preapprove and any pending or unsubmitted.

Additional Leave Request Fields – this will vary depending on the leave

Sick Leave

1. Type of sick leave – short-term (daily) or long-term (maternity, surgeries, etc)
2. Is Substitute needed – Yes or No
3. Name of specific substitute requested – This will not be guaranteed – so if unknown, leave blank.
4. The Section labeled TO BE COMPLETED BY THE OFFICE – not required – building secretary will complete

FDL – Family Illness & Dependent

1. List Family Member
2. Is Substitute needed – Yes or No
3. Name of specific substitute requested – This will not be guaranteed – so if unknown, leave blank
4. The Section labeled TO BE COMPLETED BY THE OFFICE – not required – building secretary will complete

Personal Leave

1. Is Substitute needed – Yes or No
2. Name of specific substitute requested – This will not be guaranteed – so if unknown, leave blank.
3. The Section labeled TO BE COMPLETED BY THE OFFICE – not required – building secretary will complete

Directed Assignment

1. Please complete one of the 3 lines with an explanation of what you are attending
2. Complete Leave Requested Information
3. Specific Reason for Absence
4. Is Substitute needed – Yes or No
5. Name of specific substitute requested – This will not be guaranteed – so if unknown, leave blank.
6. The Section labeled TO BE COMPLETED BY THE OFFICE – not required – building secretary will complete

Bereavement

1. State whether the bereavement leave is for Family or Friend
2. Is Substitute needed – Yes or No
3. Name of specific substitute requested – This will not be guaranteed – so if unknown, leave blank.
4. The Section labeled TO BE COMPLETED BY THE OFFICE – not required – building secretary will complete

Professional

1. Specific Reason for Absence
2. Is Substitute needed – Yes or No
3. Name of specific substitute requested – This will not be guaranteed – so if unknown, leave blank
4. The Section labeled TO BE COMPLETED BY THE OFFICE – not required – building secretary will complete

Unpaid Absence

1. Specific Reason for Absence
2. Is Substitute needed – Yes or No
3. Name of specific substitute requested – This will not be guaranteed – so if unknown, leave blank.
4. The Section labeled TO BE COMPLETED BY THE OFFICE – not required – building secretary will complete

IF YOU NEED TO CHANGE OR CANCEL A LEAVE ALREADY SUBMITTED AND APPROVED

1. Click on Employee Information
2. Click on Leave Request Inquiry
3. Click on View
4. Click on the Recall button at the lower left
5. Click on Employee Information
6. Click on Leave Request Entry
7. Click on the Binnoculars
8. Find the leave you want to recall
9. Make changes
10. Resubmit

You will not receive a notice back until the Secretary completes the information with the sub request. If you check the WebLink – Leave Request Entry and view the absence requested. If you see your Principal's approval and the Superintendent's approval, you will know that your request has been approve.