

## 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.

### 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

### 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.

### 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.

### Bereavement

1. You must answer Yes or No to each one of the options.
2. Is Substitute needed – Yes or No
3. Name of specific substitute requested – This will not be guaranteed – so if unknown, leave blank.

**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

**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.

**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

If you have not been notified of your request, and want to know where it is sitting:

1. Click on Employee Information
2. Click on Leave Request Inquiry
3. Your Requests will be listed on the top. It will show the status.
4. If you click on view, look at the bottom of the page and it will show who has approved your request.