

You are in WEBLINK click on

EMPLOYEE INFORMATION

LEAVES

LEAVES REQUEST ENTRY

LEAVE ID - magnify glass click and click on Discretionary

Unit Tracking defaults HOURS

Start Date is day your out enter time gone or click all day

End Date fill same date (if more than 1 day change the end date)

Number of Leave Units - 7 Hours (Para full day) 8 Hours (Certified full day)
or hours gone if partial day

Substitute Needed - YES or NO

Click **Submit Current Leave Request**

****If you are on your mobile device it will not work properly.****
If you have any pop-up blockers active, it will not load properly.