

# Absence Request

**Purpose:** Use this document as a reference for how to submit leave requests in ctcLink.

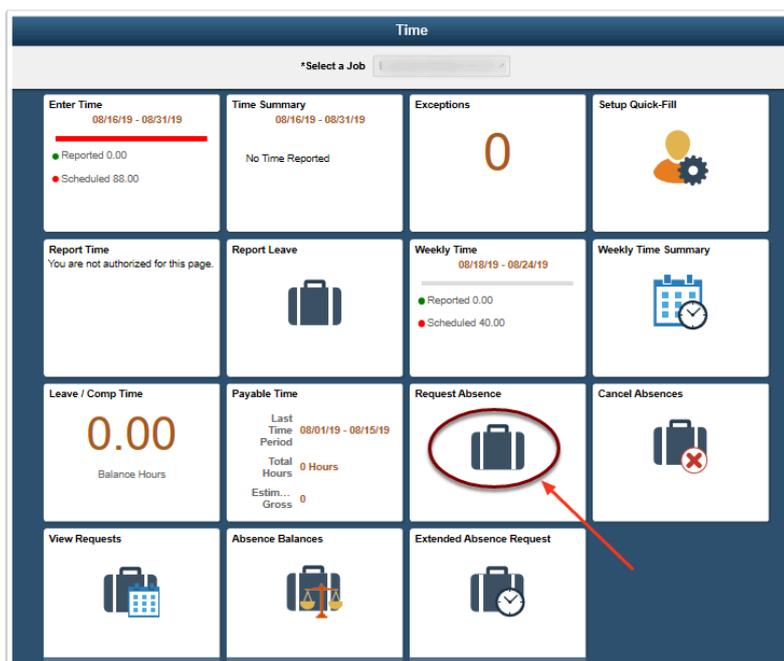
**Audience:** Employees.

**Navigation:** Home Page > Employee Self Service > Time Tile

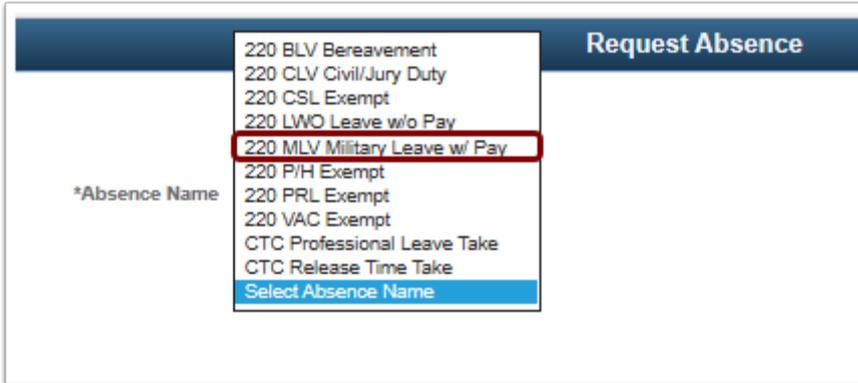
Note: If the employee has more than one active job record, then the correct job must be selected prior to viewing the request screen.



1. The **Time** tile page displays.
2. Select the **Request Absence** tile.

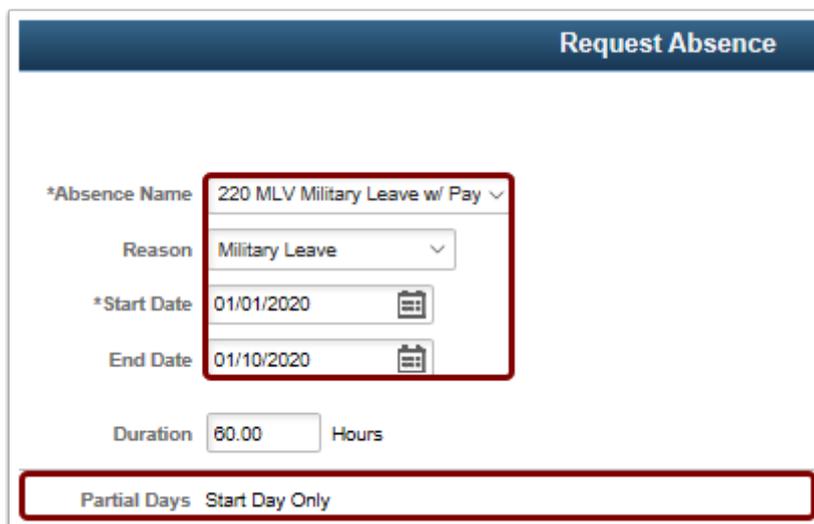


3. The **Request Absence** page displays.
4. Select the **Absence Name** from the drop-down menu.
5. Only leave types that the employee has been associated with will be displayed.



The screenshot shows the 'Request Absence' page with a dropdown menu open for the '\*Absence Name' field. The menu lists several options: 220 BLV Bereavement, 220 CLV Civil/Jury Duty, 220 CSL Exempt, 220 LWO Leave w/o Pay, 220 MLV Military Leave w/ Pay (highlighted with a red box), 220 P/H Exempt, 220 PRL Exempt, 220 VAC Exempt, CTC Professional Leave Take, and CTC Release Time Take. A blue bar at the bottom of the menu says 'Select Absence Name'.

6. The **Request Absence** page is updated.
7. Select a **Reason** from the drop-down menu (optional). **Reasons** are unique to the **Absence Name** chosen and will change based on the **Name** selection.
8. Enter the Start Date and End Date of the absence.
9. Select the Partial Days grid link if applicable.



The screenshot shows the 'Request Absence' page with the following fields filled out: '\*Absence Name' is '220 MLV Military Leave w/ Pay', 'Reason' is 'Military Leave', '\*Start Date' is '01/01/2020', 'End Date' is '01/10/2020', and 'Duration' is '80.00 Hours'. A red box highlights the 'Absence Name', 'Reason', 'Start Date', and 'End Date' fields. At the bottom, there is a red box containing the text 'Partial Days Start Day Only'.

10. The **Partial Days** pagelet displays.

11. Select an option for the **Partial Days** menu. Available choices are dependent on the Absence Name.

- **All Days** - Every day of the absence is a partial day.
  - a. If this is chosen the employee will need to pick the number of hours each day the absence will span.
  - b. If there are different hour amounts each day of the absence the employee should submit multiple absence requests.
- **End Day Only** - The last day of the absence is a partial or half day.
- **None** - Every day of the absence is a full day out on leave.
- **Start and End Days** - Both the Start of the absence and the End are either partial or half days.
- **Start Day Only** - The first day of the absence is a partial or half day.

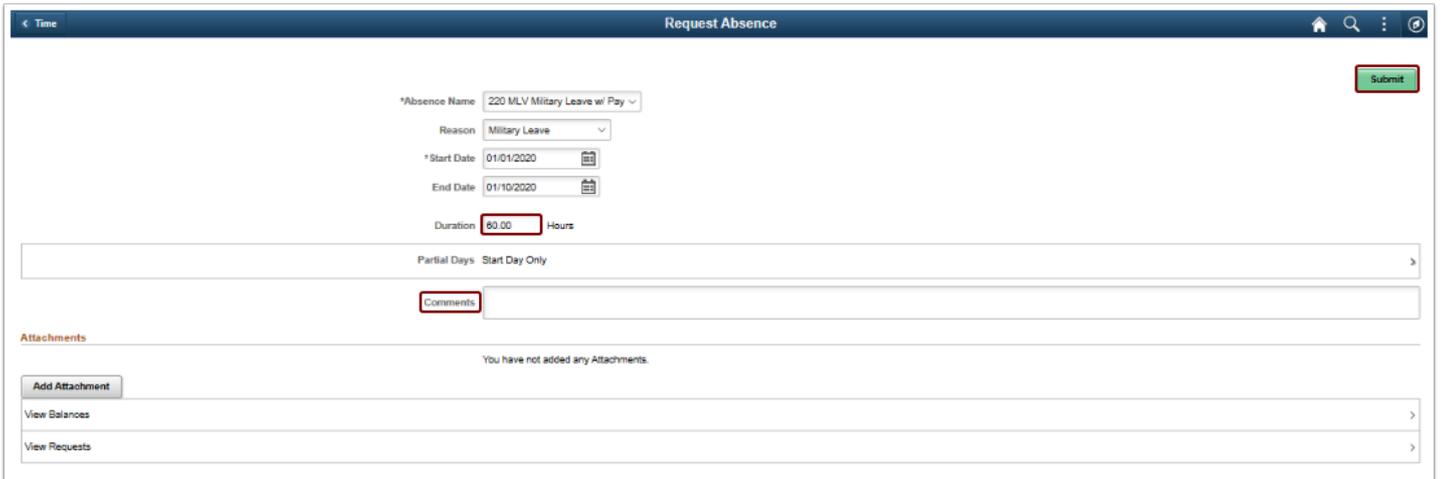
12. If the employee selected **All Days, End Day Only, Start and End Days, or Start Day Only** they will need to indicate how many hours of the day(s) they will be absent.

- If the day of the absence is a half day, select the **Start Day is Half Day** slide button is moved to display the **Yes** value.
- In the case of **Start and End Days**, you can indicate different hours for the **Start** day than the **End** day and either day can be updated as a **Half Day** if desired.

13. Select the **Done** button.

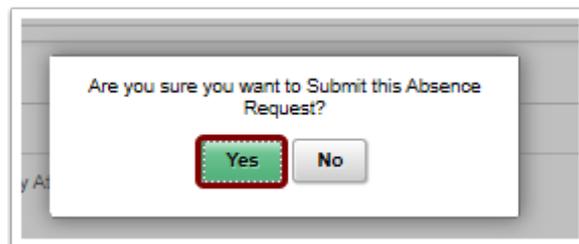
The screenshot shows a dialog box titled "Partial Days". It has a "Cancel" button on the top left and a "Done" button on the top right. The main content area contains a "Partial Days" label followed by a dropdown menu currently showing "Start Day Only". Below this is a "Start Date" label with the value "01/01/2020". At the bottom, there is a "Start Day is Half Day" label followed by a toggle switch that is currently in the "Yes" position.

14. The **Request Absence** displays.
15. Enter the **Duration** hours if needed. The system should automatically calculate hours depending on your start and end date. Typically, it's easier to fill in the date range and then allow the program to calculate hours based on your schedule.
16. Enter a note in the **Comments** field at this time (optional).
17. Scroll to the right and select the **Submit** button.



The screenshot shows a web application interface for requesting absence. At the top, there is a navigation bar with a back arrow, the text 'Time', and the title 'Request Absence'. On the right side of the bar are icons for home, search, and user profile. The main form area contains the following fields: 'Absence Name' (dropdown menu with '220 MLV Military Leave w/ Pay' selected), 'Reason' (dropdown menu with 'Military Leave' selected), '\* Start Date' (calendar icon with '01/01/2020' entered), 'End Date' (calendar icon with '01/10/2020' entered), and 'Duration' (text input with '80.00' and 'Hours' label). Below these is a 'Partial Days' dropdown menu with 'Start Day Only' selected. A 'Comments' text area is present, with a red box highlighting the label. At the bottom right, a green 'Submit' button is highlighted with a red box. Below the form, there is an 'Attachments' section with the text 'You have not added any Attachments.' and an 'Add Attachment' button. At the very bottom, there are two links: 'View Balances' and 'View Requests', both with right-pointing arrows.

18. You will be taken to a screen that asks you to confirm your decision.
19. Select the Yes button.



20. The **Request Absence** page displays.

21. Notice the **Status** is now Submitted.

**Request Absence**

Absence Name 220 MLV Military Leave w/ Pay  
Reason Military Leave  
Start Date 01/01/2020  
End Date 01/10/2020  
Duration 60.00 Hours

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Partial Days Start Day Only

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**Status Submitted**

Comments

22. The process to complete and submit an absence request is now complete.

23. End of procedure.

Learn more at: [www.pierce.ctc.edu/ctclink](http://www.pierce.ctc.edu/ctclink)