

HOW TO REQUEST LEAVE

SALARIED STAFF ONLY

GETTING THERE:

Harrisburg District Website

H.R.

Staff Leave Request

Weblink- Leave Request

Enter Login/Password

Employee Information

Leave Request Entry

Leave Request Entry- FMLA (not active at this time)

HOW TO REQUEST TIME OFF:

1. Leave ID
Click on Looking Glass to Find the Type of Leave you are requesting
2. Enter Start Date, End date will fill automatically, change if leave is for more than one day
3. Enter Start and End Time if less than a full day
4. Number of Leave Units to Use- SKIP

Balance is listed for reference

5. Amount of Leave Requested
All fields are required- Y/N to ensure proper calculations
6. Depending on Type of Leave Requested, answer questions appropriately
7. "Your Comment" box (upper right hand of request)
For additional communication to the approver(s) you feel necessary, if any
8. Submit Current Leave Request

NOW WHAT:

Your request will be channeled to your approver(s)

You will receive an email regarding the status of your request.