Managing Leave Time

Employees, Managers & HR Professionals

How Do I Request Time-off From Work?

1. Click **Attendance & Leave** under Quick Links.
2. Select **Leave and OT Request** from the Time and Payroll menu. The Leave and OT Request screen will be displayed.
3. Click the **Edit** button in the Overview section. The Details section will be displayed.
   NOTE: Some leave balance information is available at the top of the Details section. For additional information about your leave balances refer to the *How Do I View My Leave Balances* box below.
4. Select the type of leave to be taken from the Request Type drop down menu.
5. Enter the date the leave will begin in the Start Date field.
6. Enter the date the leave will end in the End Date field.
7. Enter the total number of hours to be used in the Hours field.
   NOTE: Remember to review leave balances to verify the number of hours available to be taken.
8. Enter any additional information in the "Requestor Comments" section.
9. Click the **Save** button.

How Do I View My Leave Balances?

1. Click on **Attendance & Leave** under Quick Links. The Time and Payroll menu will be displayed.
2. Select **Leave Balance Overview** from the Time and Payroll drop down menu.
3. Click on the **Go** button. The Leave Balance Overview screen will be displayed.
4. Click on the ◉ button for the pay period to be viewed. The leave details for that pay period will be displayed in the Pay Period Overview section.
   NOTE: The current pay period is automatically selected upon entering.
5. Repeat Step 4 to view leave balances for another pay period.
6. Click on the **Menu** button to return to the Time and Payroll menu.

My Checklist

- ☑ Do I have enough leave hours to request time-off?
- ☑ Did I enter the leave hours on my time sheet (after receiving approval)?

Manager Checklist for Leave Requests

As a Manager, **before** approving a leave request:

- ☑ Verify the employee's eligibility for the requested leave type.
- ☑ Check the Employee's leave balance for the pay period in question, as well as any approved but as yet untaken leave to ensure the employee has earned the leave requested.
- ☑ Create, submit for approval and act upon a PAR if necessary, to establish the employee's eligibility for the leave type to be requested.
  Example: Worker's Compensation - **After** the PAR has been processed completely, the related leave request can be submitted and approved.

Did You Know?

- Leave Balances in the People First system represent all leave that has been recorded on the timesheet, whether or not the time sheet has been submitted and/or approved.
- Leave Balances DO NOT represent leave that has been requested and approved, but not yet recorded.
- The Leave Request screen is truly a communication tool for the employee and his/her manager to use to track leave balances.
- Approved Leave Requests **WILL NOT** update the employee's time sheet. All leave taken must be entered on the time sheet for the appropriate pay period. The employee does not need to do anything if he/she does not actually take the leave as requested. The time will not be deducted from his/her leave balance since it was never recorded on the time sheet.
- Per Florida Statute, employees may not take leave that they have not yet earned.