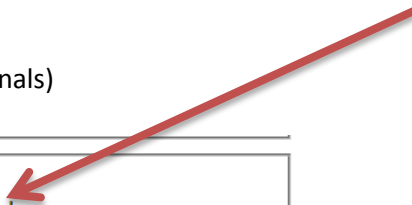


Submit Leave Request (Does not apply to most teachers and paraprofessionals)

my HRPortal

Change UserID, Password	Submit Leave Request
View Personal and W4 Info	View Leave Request Status
View Leave Balance	Submit Personal Info Changes
View Pay History and W-2's	View Personal Info Changes
View Benefit History	View Deduction History



Submit Leave Request * = required entry	
Name	TAMMY N COOK
From Date (mm/dd/yyyy)*	<input type="text"/> / <input type="text"/> / <input type="text"/>
To Date (mm/dd/yyyy)*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Duration*	<input type="text"/> AM/PM? <input type="text"/>
Type of Leave*	--Select a Leave Type-- <input type="text"/>
Leave Request Routing*	--Select a Route-- <input type="text"/>
Substitute Required	<input type="checkbox"/>
Comments	<input type="text"/>
Location*	--Select a Location-- <input type="text"/>
Leave Reason	--Select a Leave Reason-- <input type="text"/>
<input type="button" value="Submit"/>	

From Date and To Date: If the absence is for one day, enter the same date.

Duration: = Days. If the absence is a full day, enter **1**. If less than a full day, enter the decimal equivalent (.25, .50, .75).

Type of Leave: Enter the type of leave you need. This is the leave you will be using. Please note: Professional Development or Other are only allowed for meetings, workshops (business related absence).

Leave Request Routing: The school/department you are located.

Substitute Required: Mark if a sub is required for your absence.

Comments: Will be seen by the school administrator and Human Resources.

Location: Select school/department

Leave Reason: Select the leave reason that is best fitting for the absence.

Submit