Online Leave Requests

7/7/2015

The Online Leave Request system provides a paperless method for staff to request and for management to approve vacation and other types of leave. While many areas use the Department Calendar in Lotus Notes, use is not universal. Benefits of the Online Leave Request system include the ability to see current leave balances before making a request, and the ability for upper management to monitor and ensure that leave requests are processed promptly.

Access to the Online Leave Request system is made through the Mt. SAC portal.
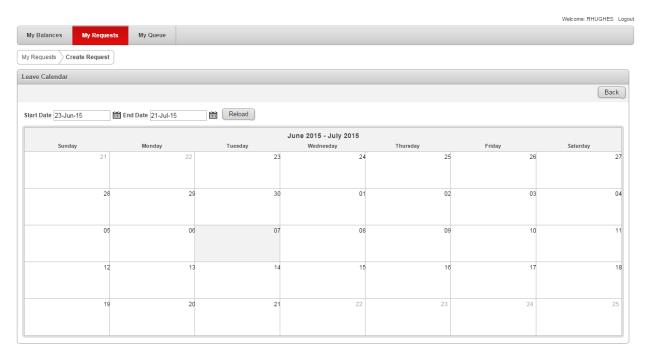
1. Upon entering the system, users are presented with their current Leave Balances:

2. To make a new request, click on the 'My Requests' tab and click 'Create'.

The calendar opens with the current date highlighted. Click in the calendar for the starting date of your request. Adjust the start and end dates of the calendar and click 'Reload' if necessary.
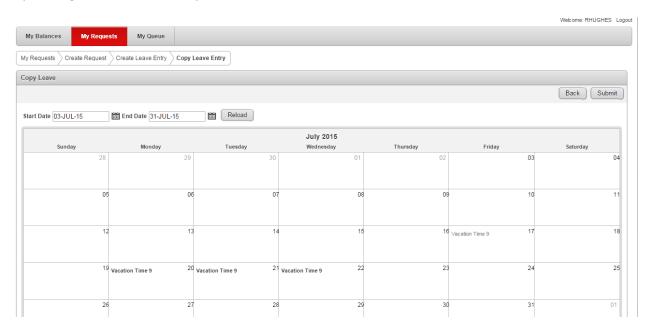
Enter the leave type, start time and end time for the first day requested. If applicable, enter your normal lunch hours. Note that the system calculates the number of hours being requested.

To request additional days/hours, either click 'Add Row' to enter each day, or click 'Copy'. Additional days can be requested simply by clicking in the additional days on the calendar. Click 'Submit' when finished.

After creating a request, you can review and edit this one more time before submitting it to your manager for approval. Notes can also be entered at this stage. Hover your mouse over the number of hours to display the dates requested. Choose the appropriate manager for approval, and click 'Submit'. An e-mail notification will be sent to the manager.

3. Managers can approve leave requests by clicking on the 'My Queue' tab. Hover over the hours to see the dates, and hover over the notes to see any notes entered. Managers can create notes on a request in the queue. Choose an appropriate status, then click 'Submit'.