



Certified Staff
Leave requests
through web link

Introduction

- ▶ Certified Staff will now submit ALL leave requests via their WebLink account.
- ▶ Always communicate with your administrator personally when you are requesting leave! Requesting leave in Web Link is not to be considered in lieu of personal contact with your administrator.
- ▶ After a teacher submits a leave request, the Principal and Office staff will receive an email requesting approval. Administrator requests will go to the Superintendent.
- ▶ Shared staff- If a teacher works in 2 different buildings, the leave will be sent to office staff at both buildings
- ▶ We will only use the leave request option for Certified Staff, and will continue using the time clock for Classified Staff.

Calculating the number of leave units for Sick, Personal, Professional, & School Activity leave:

Substitute Day Units	
Elementary	Middle/High Schools
1 hour = .125 of a Unit (day)	1 period = .125 of a Unit
2 hours = .25 of a Unit	2 periods = .25 of a Unit
3 hours = .375 of a Unit	3 periods = .375 of a Unit
4 hours = .5 of a Unit	4 periods = .5 of a Unit
5 hours = .625 of a Unit	5 periods = .625 of a Unit
6 hours = .75 of a Unit	6 periods = .75 of a Unit
7 hours = .875 of a Unit	7 periods = .875 of a Unit
8 hours = 1.00 Unit (Full day)	8 periods = 1.00 Unit (Full day)
	9 periods = 1.00 Unit (Full day)

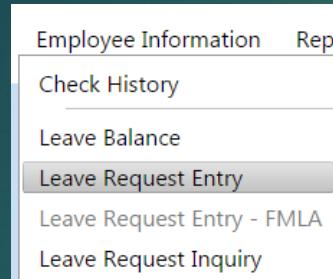
Number of leave units for Coverage is
ALWAYS 1.00!

Coverage!

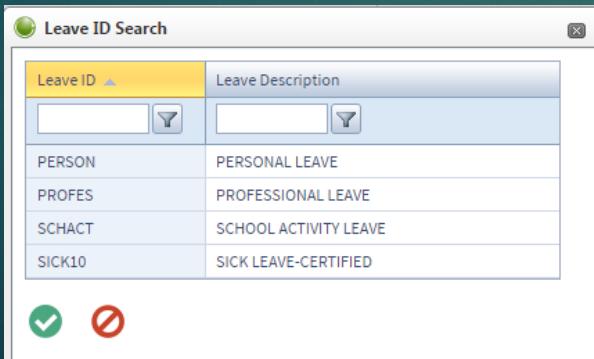
- ▶ Coverage was created as a way to allow teachers to be able to be absent for short times, up to 2 hours, without being required to use their sick or personal time.
 - ▶ Teachers are allowed to use Coverage up to 4 times per year, and each time Coverage is used, it is 1.00 full unit. Every time!
 - ▶ If you require a paid substitute, for example if you ask the office staff to find a substitute for you, you cannot use Coverage
 - ▶ If you have another teacher cover your class during your absence, in order for Coverage to be used, that teacher will not receive the additional pay for that period

How to submit a Leave Request in WebLink

1. After logging into WebLink, go to 'Employee Information' and roll down to 'Leaves', then 'Leave Request Entry'



3. Select from the following 'LEAVE ID' list (different questions will be asked based on which 'LEAVE ID' is selected)



2. The 'Leave Request Entry' page pulls up, and you will need to first select which 'LEAVE ID' you are requesting.

A screenshot of the 'Leave Request Entry' page. The top navigation bar includes Home, Data Entry, Employee Information, Reports, Settings, and Help. The main form has the following fields:

- Leave ID: A text input field with a magnifying glass icon and a binoculars icon.
- Unit of Tracking: A dropdown menu.
- Cancelled: A checkbox.
- Start Date: A date picker.
- End Date: A date picker.
- Number of Leave Units to Use: A text input field.
- Leave Balances section:
 - Current Posted Balance: A text input field.
 - Unposted or Approved Entries: A list of four empty text input fields.
 - Pending Approval Entries: A list of three empty text input fields.
 - Unsubmitted Entries: A list of three empty text input fields.
 - Total Balance: A text input field.
- Your Comment: A text input field.
- Comments, User Name, Date Updated: A table with one row showing 'No records to display.'
- Approvals section: A table with columns: Approved, Rejected, Actual, Primary, Sequence (which is highlighted with a yellow background), and Result Date. It shows 'No records to display.'
- Action buttons at the bottom: a blue square with a white checkmark, a green circle with a plus sign, a blue square with a white minus sign, a red circle with a white X, a red circle with a white slash, and a blue button labeled 'Submit Current Leave Request'.
- Count: '0 Unsubmitted'.

Personal or Sick leave request:

4. Select the start and end date, and the number of days you are requesting off

Your Leave Balances will show what or if you have leave time available

5. Under 'Additional Leave

Request Fields' select whether a substitute is needed for this absence, for what time the substitute is needed, and if you have a specific substitute you are requesting (which can not be guaranteed)

6. You must click on '**Submit Current Leave Request**' to submit your request, or if you'd like to save it and come back later, click on the disk to save.

The screenshot shows the 'Leave Request Entry' page of the Software Unlimited system. At the top, there's a logo for 'Software Unlimited school accounting system' and a 'web link' button. The top navigation bar includes links for Home, Data Entry, Employee Information, Reports, Settings, and Help.

The main form has several sections:

- Leave ID:** PERSON (with search and list icons).
- Unit of Tracking:** (empty field).
- Cancelled:** (checkbox, unchecked).
- Start Date:** 8/25/2017 (with calendar icon), **End Date:** 8/25/2017 (with calendar icon), **Start Time:** (empty field), **End Time:** (empty field), **All Day:** (checkbox, checked).
- Number of Leave Units to Use:** (empty field).
- Leave Balances:** A table showing current balances:

Current Posted Balance	3.0000
Unposted or Approved Entries	0.0000
Pending Approval Entries	0.0000
Unsubmitted Entries	0.0000
Total Balance	3.0000
- Your Comment:** (empty text area).
- Comments:** (empty table with columns: Comments, User Name, Date Updated). Subtext: No records to display.
- Additional Leave Request Fields:**
 - Substitute Information:**
 - Is a Substitute needed for this absence? (dropdown menu, currently empty).
 - Name of requested Substitute if available (will not be guaranteed). (empty text area).
 - Please list specific periods or times that a substitute will be needed. (empty text area).
- Approvals:** A table showing approval status for four individuals:

Approved	Rejected	Actual	Primary	Sequence ▲	Result Date
<input type="checkbox"/>	<input type="checkbox"/>		HOLEE HANKE	1	
<input type="checkbox"/>	<input type="checkbox"/>		JENNIFER LANI	1	
<input type="checkbox"/>	<input type="checkbox"/>		LORI SENKBILE	1	
<input type="checkbox"/>	<input type="checkbox"/>		SHAWN MCDIFFETT	1	
- Action Buttons:** Icons for Back, New, Edit, Delete, and Cancel, followed by 'Submit Current Leave Request' and '0 Unsubmitted'.

Professional and School Activity leave request:

The only difference between this request sheet and the Sick & Personal leave request sheet is that this sheet also asks you to list the school or professional activity and location that you are requesting leave for. Please be brief but specific.

Leave Request Entry

Leave ID	SCHACT		
Unit of Tracking	Days		
Cancelled	<input type="checkbox"/>		
Start Date	8/25/2017	Start Time	<input type="text"/> All Day <input checked="" type="checkbox"/>
End Date	8/25/2017	End Time	<input type="text"/>
Number of Leave Units to Use	<input type="text"/>		

Leave Balances

Current Posted Balance	0.0000
Unposted or Approved Entries	0.0000
Pending Approval Entries	0.0000
Unsubmitted Entries	0.0000
Total Balance	0.0000

Additional Leave Request Fields

Substitute Information

Is a Substitute needed for the requested time off?

Name of specific substitute if available (will not be guaranteed).

Please list specific periods or times that a substitute is needed

Reason for leave request

Please list the activity and location that leave is requested for.

Approvals

Approved	Rejected	Actual	Primary	Sequence ▲	Result Date
<input type="checkbox"/>	<input type="checkbox"/>		HOLEE HANKE	1	
<input type="checkbox"/>	<input type="checkbox"/>		JENNIFER LANI	1	
<input type="checkbox"/>	<input type="checkbox"/>		LORI SENKBILE	1	
<input type="checkbox"/>	<input type="checkbox"/>		SHAWN MCDIFFETT	1	

0 Unsubmitted

Leave Request Inquiry

You will now have the ability to look at your leave requests through the 'Leave Request Inquiry' option

A. Go to '**Leave Request Inquiry**' under '**Employee Information**'

B. All of your requests will be listed and will show up on the calendar below. You can scroll between months by clicking on the arrows at the top of the calendar

The screenshot displays the 'Leave Request Inquiry' page of the Software Unlimited web link system. At the top, there are navigation links: Home, Data Entry, Employee Information, Reports, Settings, and Help. On the left, there's a logo for 'Software Unlimited school accounting system' and a 'web link' button.

The main area is titled 'Leave Request Inquiry'. It features a search section with fields for 'Employee ID' (containing 'SHRADERM') and 'Leave ID'. Below this is a table header for 'Leaves Requests' with columns: Leave ID, Start Date, Start Time, End Date, End Time, All Day, Units, Requested Date, Status, and FMLA Reason. A message 'No lines to display.' is shown below the table.

At the bottom is a monthly calendar for June 2017. The days of the week are labeled: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in weeks: 28, 29, 30, 31; 1 Jun, 2, 3; 4, 5, 6, 7, 8, 9, 10; 11, 12, 13, 14, 15, 16, 17; 18, 19, 20, 21, 22, 23, 24; 25, 26, 27, 28, 29, 30, 1 Jul. The 'Month' view tab is highlighted in yellow. Navigation arrows for the calendar are also present.

Recalling a Leave Request

If necessary, you may recall a leave request before it has been approved. You can then either delete it or make changes and re-submit.

To recall a leave request:

- Go to ‘Leave Request Entry’ under ‘Employee Information’, then click on the binoculars next to the ‘Leave ID’ field, then select the leave request you want to recall and click on ‘Recall’ at the bottom of the page.
- Delete the request after recalling it, so it does not show up as a pending request and deduct from your leave balance

To delete a leave request:

- Go to ‘Leave Request Entry’ under ‘Employee Information’, then click on the binoculars next to the ‘Leave ID’ field, then select the leave request you want to delete and click on ‘Delete’ (red circle with an X in it) at the bottom of the page.