



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)

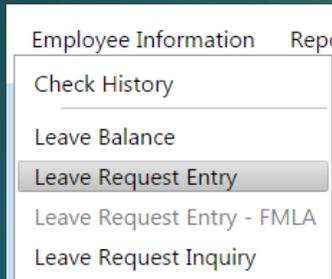
Number of leave units for Coverage is
ALWAYS 1.00!

Coverage!

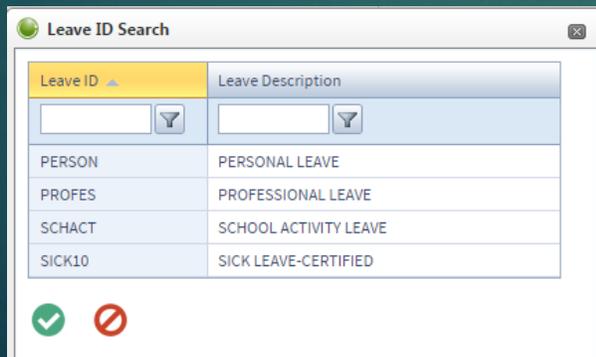
- ▶ Coverage was created as a way to allow teachers to be able to be absent for short times, up to 2 hours, without being required to use their sick or personal time.
 - ▶ Teachers are allowed to use Coverage up to 4 times per year, and each time Coverage is used, it is 1.00 full unit. Every time!
 - ▶ 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

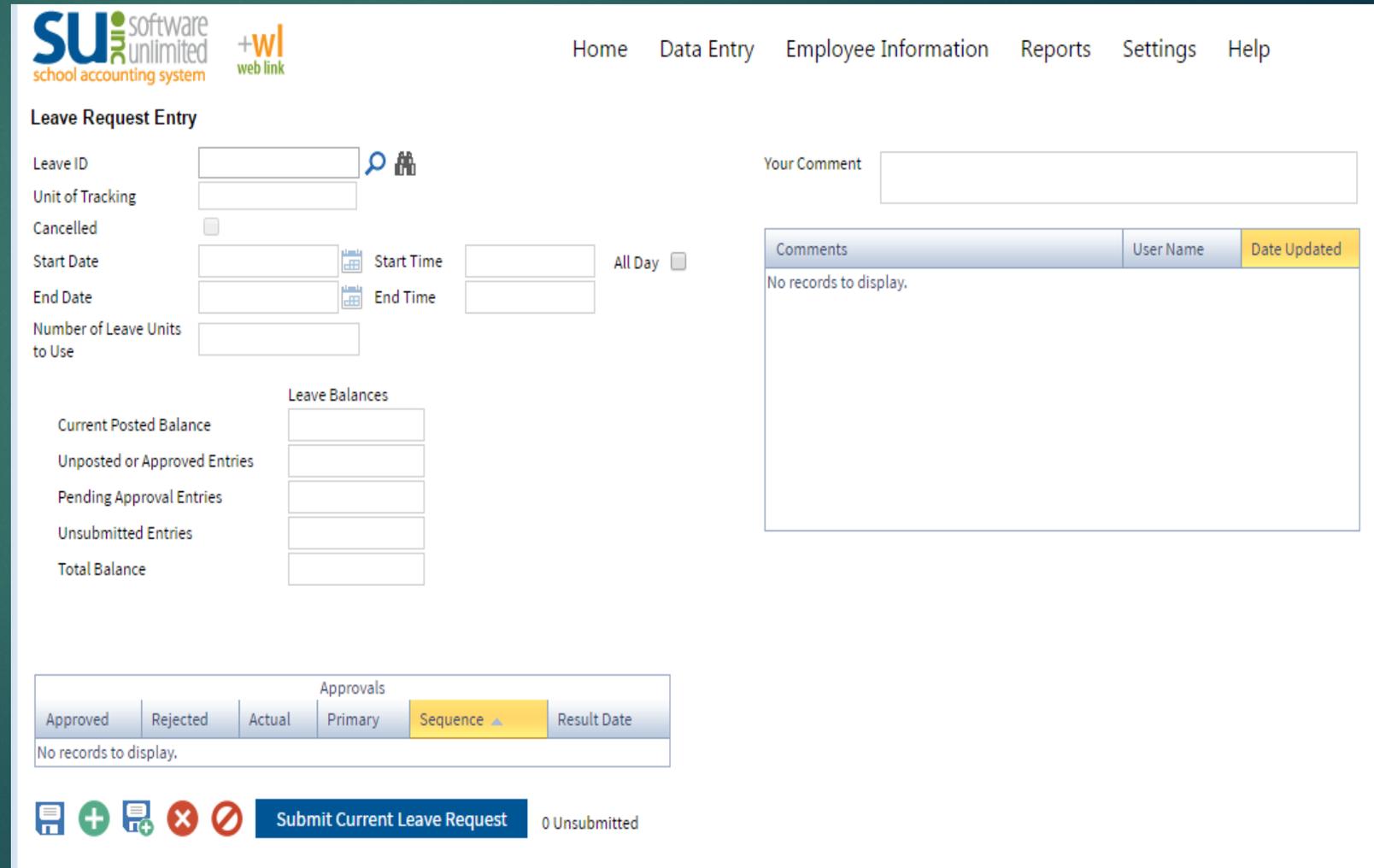
1. After logging into WebLink, go to 'Employee Information' and roll down to 'Leaves', then 'Leave Request Entry'



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.



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.

Home Data Entry Employee Information Reports Settings Help

Leave Request Entry

Leave ID:  

Unit of Tracking:

Cancelled:

Start Date:  Start Time: All Day:

End Date:  End Time:

Number of Leave Units to Use:

Leave Balances	
Current Posted Balance	<input type="text" value="3.0000"/>
Unposted or Approved Entries	<input type="text" value="0.0000"/>
Pending Approval Entries	<input type="text" value="0.0000"/>
Unsubmitted Entries	<input type="text" value="0.0000"/>
Total Balance	<input type="text" value="3.0000"/>

Your Comment:

Comments	User Name	Date Updated
No records to display.		

Additional Leave Request Fields

Substitute Information

Is a Substitute needed for this absence?

Name of requested Substitute if available (will not be guaranteed):

Please list specific periods or times that a substitute will be needed.

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

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.




[Home](#)
[Data Entry](#)
[Employee Information](#)
[Reports](#)
[Settings](#)
[Help](#)

Leave Request Entry

Leave ID:  

Unit of Tracking:

Cancelled:

Start Date:  Start Time: All Day

End Date:  End Time:

Number of Leave Units to Use:

Your Comment:

Comments	User Name	Date Updated
No records to display.		

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	







Submit Current Leave Request

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 shows the 'Leave Request Inquiry' page in the SU software. The top navigation bar includes 'Home', 'Data Entry', 'Employee Information', 'Reports', 'Settings', and 'Help'. The page title is 'Leave Request Inquiry'. Below the title, there are input fields for 'Employee ID' (containing 'SHRADERM') and 'Leave ID'. A table header for 'Leaves Requests' is visible, with columns: Leave ID, Start Date, Start Time, End Date, End Time, All Day, Units, Requested Date, Status, and FMLA Reason. Below the table, it says 'No lines to display.' At the bottom, there is a calendar for June 2017, with a 'Month' view selected. The calendar shows days from 28 to 30, and 1 to 30 of the following month (July).

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.