




Requesting Time Off

Add Time Off Transaction

Employee Access > select "Request Time Off" tile

1. Select  [Add Time Off Transaction](#) in the right corner
2. [Start Date](#) > Enter the date of the leave

Use the "Date Range" if requesting consecutive days

If the absence crosses over a weekend a yellow warning message will appear when you press save. This is just letting you know that those days are non-working days. Press save again.

3. [Assignment](#) > will auto fill (if you have more than one assignment you will use the drop down to select the correct one)
4. [Supervisors](#) > this field will now appear and will auto fill
5. [Employee Time Off Type](#) > select the type of leave you are requesting
6. [Time Off Reason](#) > select the appropriate reason code

Time Off Types and corresponding Time Off Reasons:

LOCAL SICK

[Time Off Reason](#): SickEmp or SickFam if you are out for an illness/doctor appointment for yourself or a family member.

****Reminder** employees CANNOT use Local Sick for a personal absence**

STATE

[Time Off Reason](#): SSicEmp or SSicFam if you are out for an illness/doctor appointment for yourself or a family member. StatePer if you are requesting a personal day.

BEREAVEMENT

You may use local or state leave up to five days per occurrence.

[Employee Time Off Type](#): Local > [Time Off Reason](#): Bereavement

[Employee Time Off Type](#): State > [Time Off Reason](#): Bereavement

JURY DUTY

[Employee Time Off Type](#): Jury Duty > [Time Off Reason](#): Jury Duty

****provide your jury summons to the campus sub manager to add as an attachment to the absence. If documentation is not received the reason code will be changed and the absence will be posted to your leave balance.**

Adding Time

7. [Hours](#) > leave as is
8. [Days](#) > The absence will default to 1 day

If you are taking a half day change to .5 (4 hrs) and enter the Start Time and End Time of the absence

If you are taking a quarter day change to .25 (2 hrs) and enter the Start Time and End Time of the absence

****Reminder** leave can only be used in quarter, half and whole days**

If .75 (3/4 day) is entered it will later be changed to a full day

[Save](#) > Request is sent to Sub Manager and/or Principal/Supervisor

If your position requires a Substitute you will automatically be re-directed to Red Rover.

Tips:

- Yellow warning messages are just information. Press Save again and the absence will save.
- Red error messages you will need to fix the problem before you can move on.
- Leave entered into Time Off is real time. Once approved your leave balance is deducted.
- If you have any corrections or updates to make you will need to email Leave@pfisd.net.