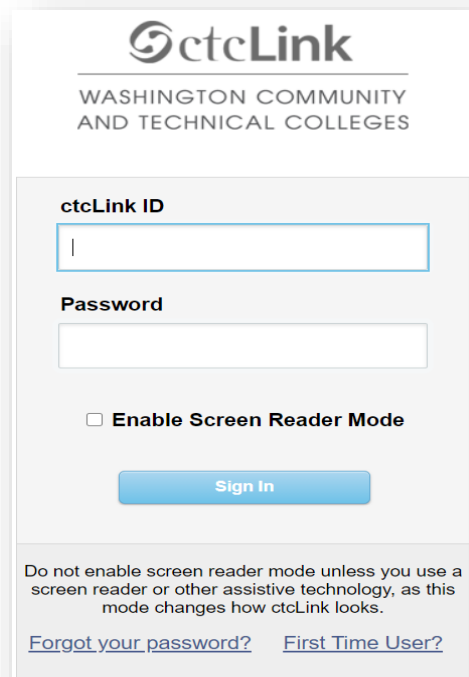


## How to Request Leave and Absences

1. Sign into ctcLink at <https://gateway.ctclink.us/>



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a form with two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign In" button is positioned below the form. At the bottom of the form, there is a disclaimer: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks." Below the disclaimer are two links: "Forgot your password?" and "First Time User?".

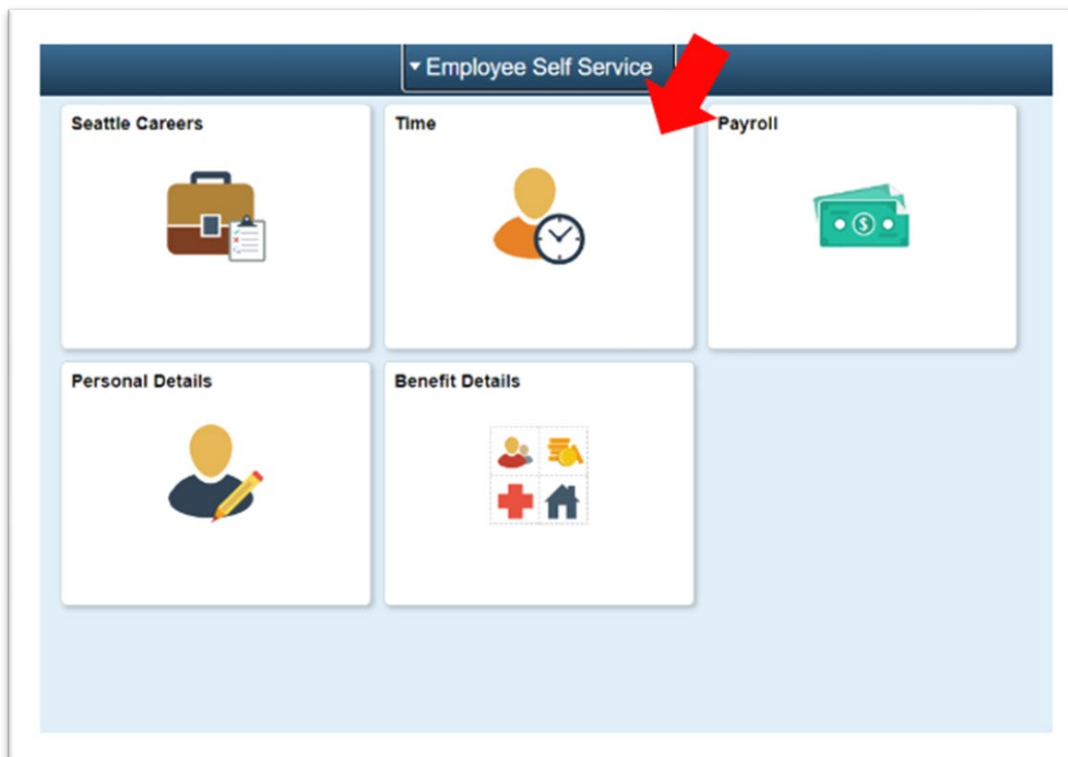
2. You will be brought to a screen to select a tile. Select the appropriate tile.



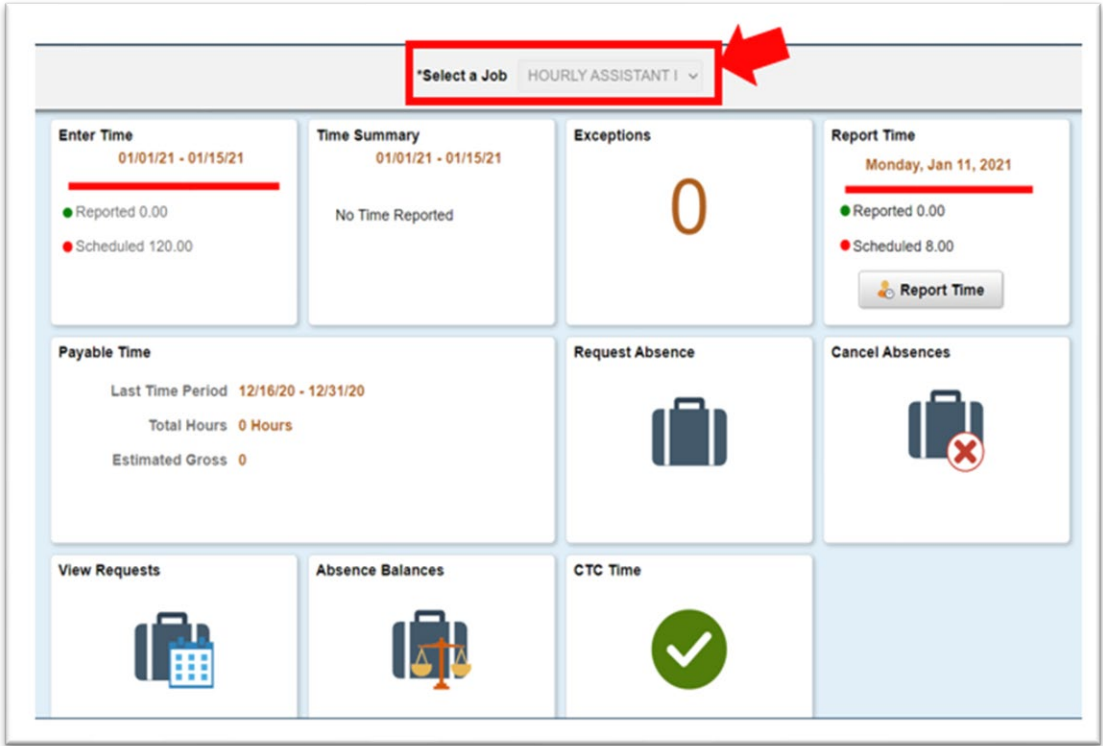
3. Once signed in to your ctcLink Gateway, select **HCM Self-Service** to be taken to your Employee Self-Service page.



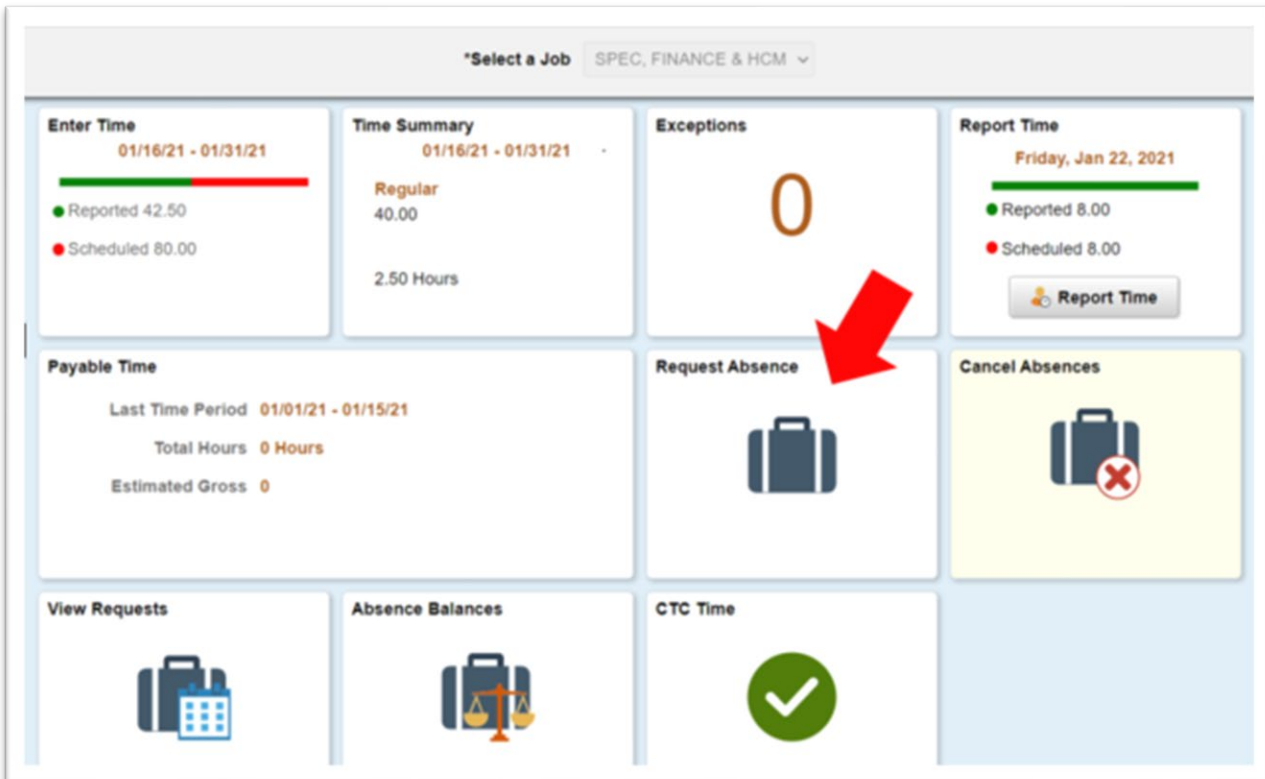
4. Select the **“Time”** Tile from your Employee Self Service page



5. At the top of the page, make sure the correct job had been selected.  
For most people, there is only one job so this drop-down box will be greyed out.

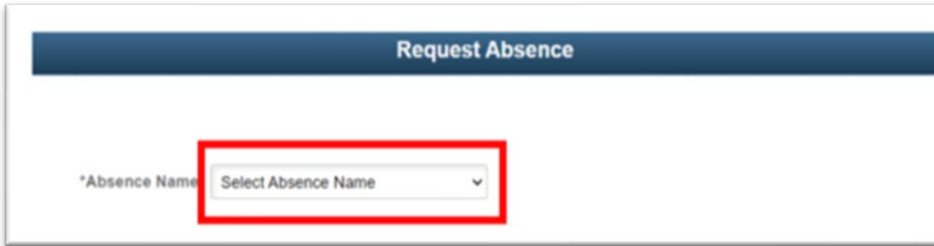


6. Click on the "Request Absence" Tile



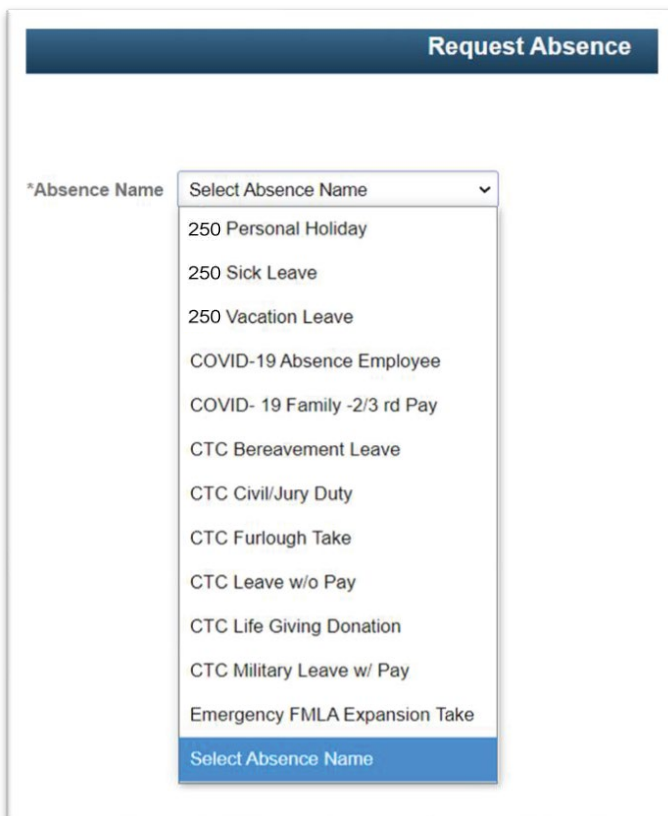
7. You will be taken to the Absence Request Page.

From the Drop Down, select the type of Absence you would like to request.



The screenshot shows a web interface titled "Request Absence". Below the title is a dropdown menu labeled "\*Absence Name" with the text "Select Absence Name" and a downward arrow. A red rectangular box highlights the dropdown menu.

8. You will need to select the type of leave you are requesting:



The screenshot shows the "Request Absence" page with the dropdown menu open. The menu lists the following options: "250 Personal Holiday", "250 Sick Leave", "250 Vacation Leave", "COVID-19 Absence Employee", "COVID- 19 Family -2/3 rd Pay", "CTC Bereavement Leave", "CTC Civil/Jury Duty", "CTC Furlough Take", "CTC Leave w/o Pay", "CTC Life Giving Donation", "CTC Military Leave w/ Pay", "Emergency FMLA Expansion Take", and "Select Absence Name". The "Select Absence Name" option is highlighted in blue.

### Common Leave Request Types

#### **250 Personal Holiday:**

This request is to use Personal Holiday days.

#### **250 Sick Leave:**

This request is to use normal Sick Leave.

#### **250 Vacation Leave:**

This request is to use normal Vacation Leave.

9. You will be taken to the Absence Request Entry Page.

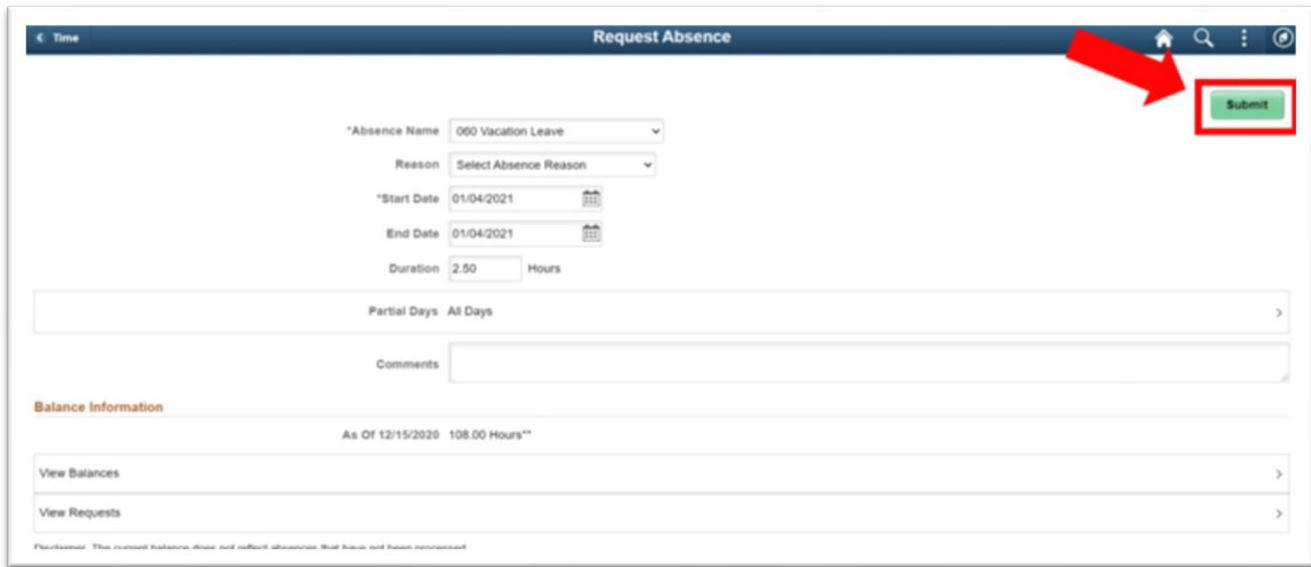
**For full day off requests:**

- a. In the "Reason" drop down, select the appropriate reason.
- b. Select the correct Start Date
- c. Select the correct End date
- d. Type an explanation for the leave request in the "Comments" box

**For partial day off requests,** follow step a-c above, then proceed as instructed below.

- e. Click on "None" next to Partial Days, a "Partial Days pop-up will appear.
- f. Select "All Days" from the drop down menu
- g. For half day, leave the "All Days are Half Days" toggle on "yes"
- h. For less than half days, toggle to "No", and type the number of hours needed,
- i. Click "Done"

10. Once you have input all of your time off requests, select the **Submit** button on the upper right hand corner.



The screenshot shows a web application interface for requesting absence. The title bar at the top reads "Request Absence" and includes navigation icons. The form contains the following fields:

- \*Absence Name: 000 Vacation Leave
- Reason: Select Absence Reason
- \*Start Date: 01/04/2021
- End Date: 01/04/2021
- Duration: 2.50 Hours
- Partial Days: All Days
- Comments: (empty text area)

Below the form, there is a "Balance Information" section showing "As Of 12/15/2020 108.00 Hours\*\*". At the bottom, there are two links: "View Balances" and "View Requests". A red arrow points to a green "Submit" button in the top right corner of the form area.

11. Your Absence request has now been submitted. Your supervisor will receive the leave request.