

Leave Balance
This menu displays your leave types, balances, and eligibility.

Add
Click **Add New Absence Request** to submit a new request.

Expand
Click the arrow icon to view additional details for each leave balance.

New Absence Request
Enter the information in the fields displayed and click **Save Request**.

Leave Description	Earned Hours	Used Hours	Adjustment	Balance
⌵ Paid Time Off	500.80	8.00	0.00	492.80

Add New Absence Request

Leave Description: EXTENDED LEAVE | Balance: -34.08

Job: HOURLY EMPLOYEES_test | Absence Type: State .05%

Start Date: 02/21/2020 | End Date: 02/21/2020 | Hours: 8.00

Substitute: [Empty Field]

Request Message: [Empty Field]

CANCEL | SAVE REQUEST