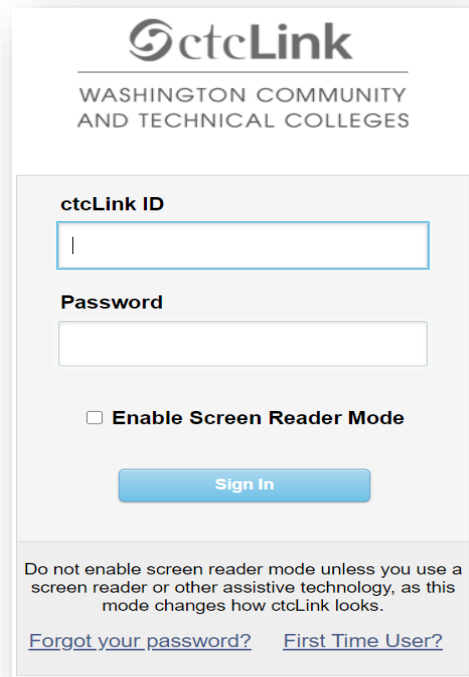


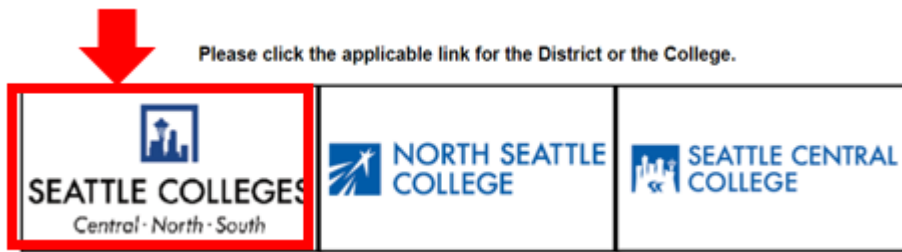
## How to Request Leave and Absences

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

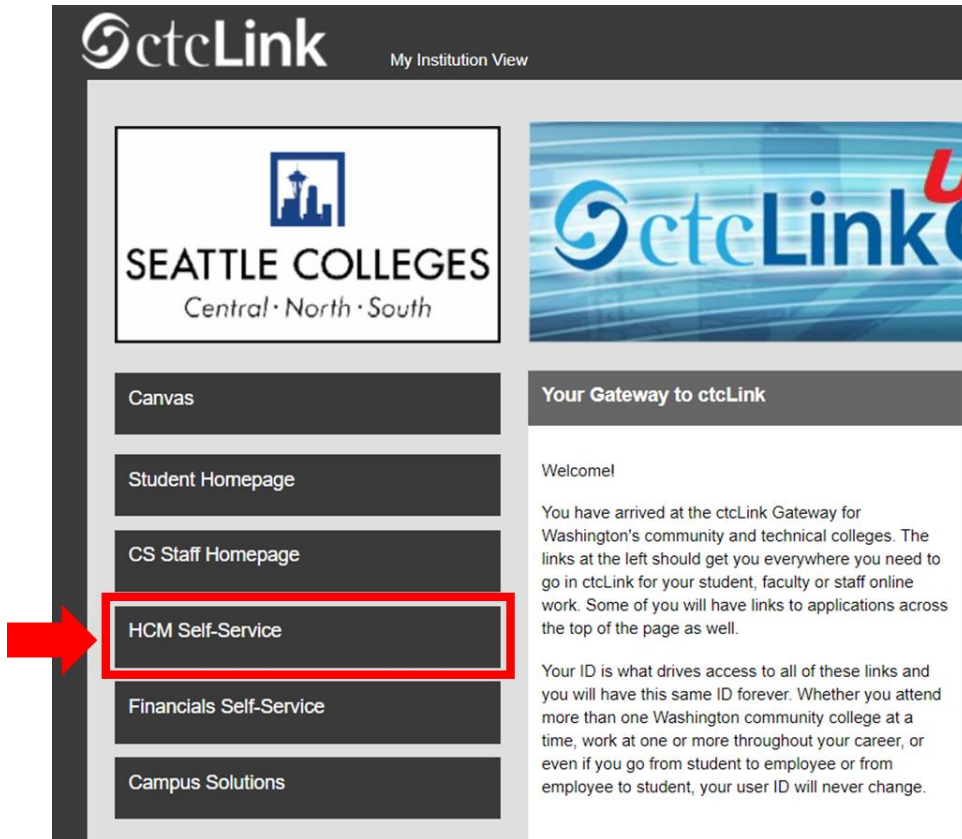


The image shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign In" button is positioned below the input fields. 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?](#)".

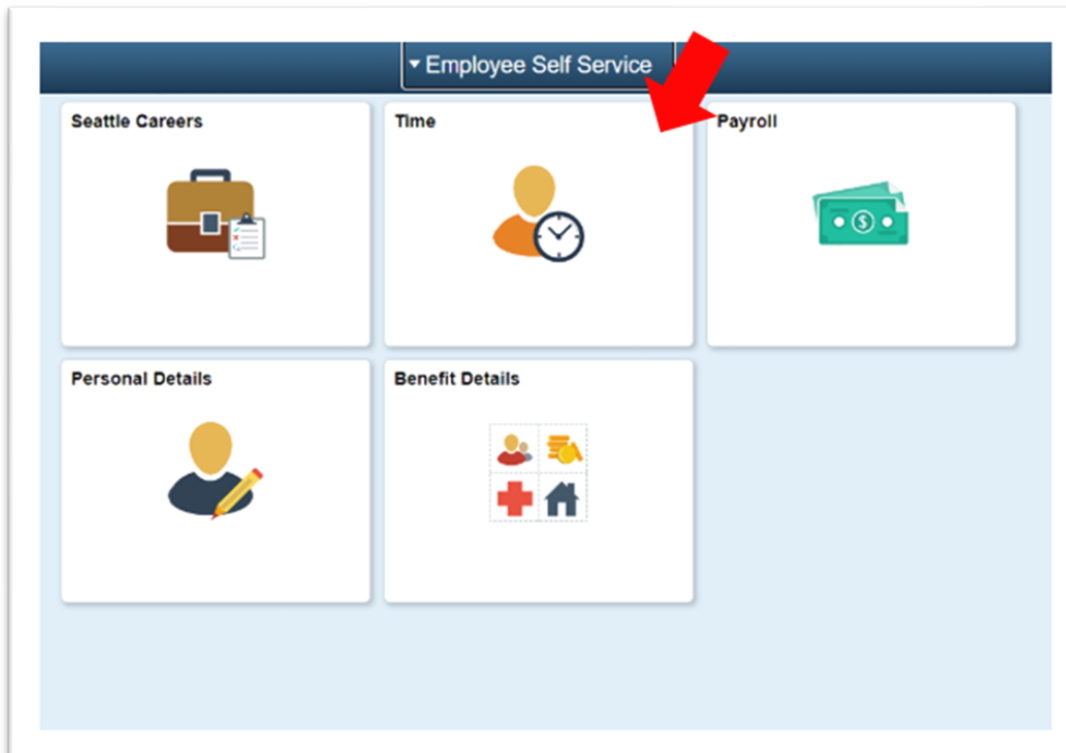
2. You will be brought to a screen to select a tile. Select the appropriate tile.



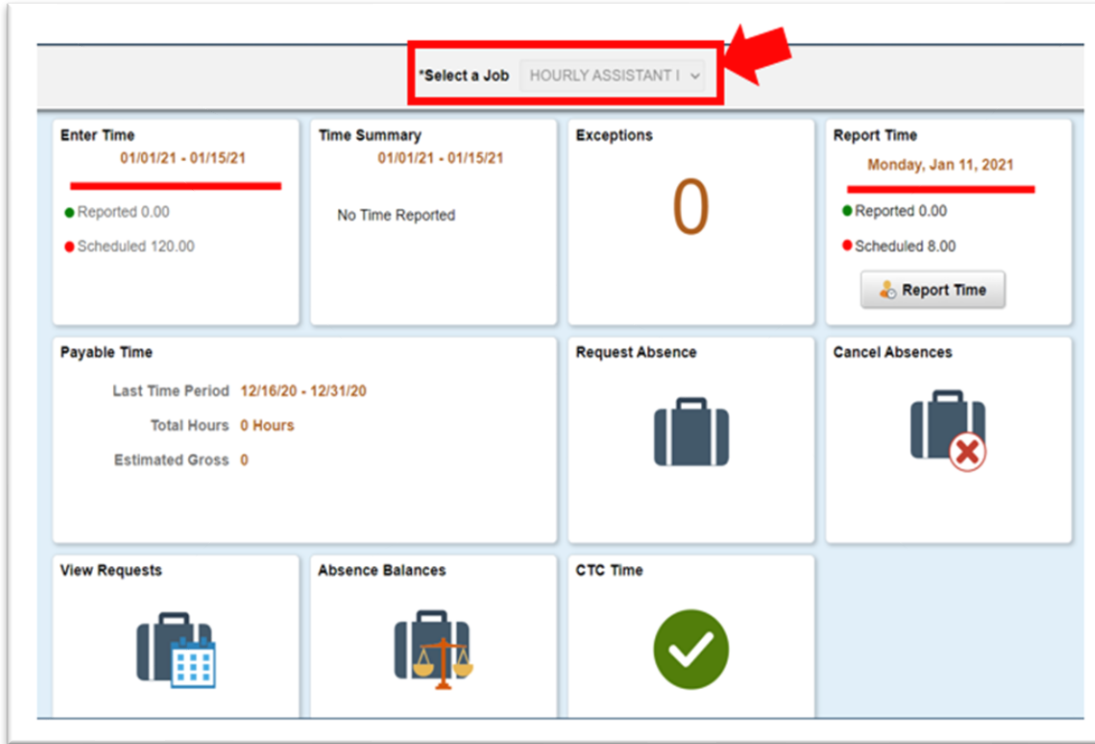
3. Once signed in to your ctcLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.



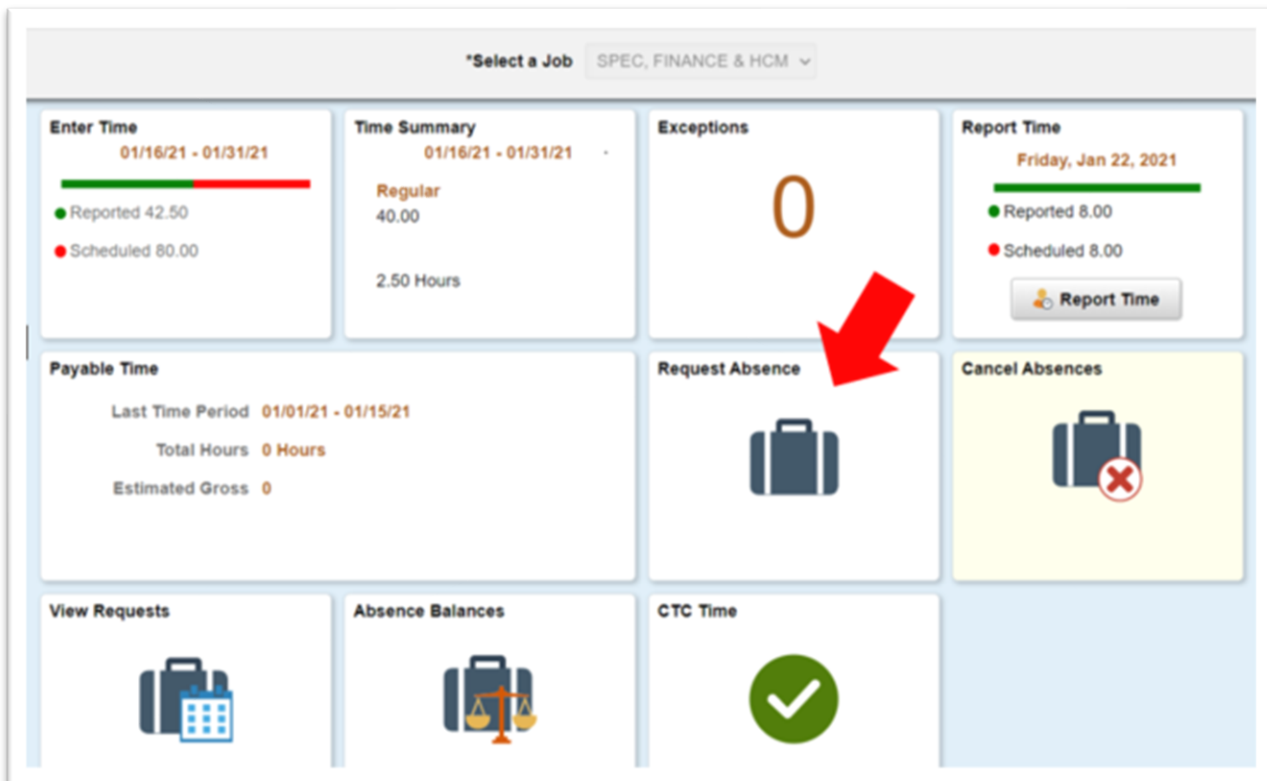
4. Select the "Time" Tile from your Employee Self Service page



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

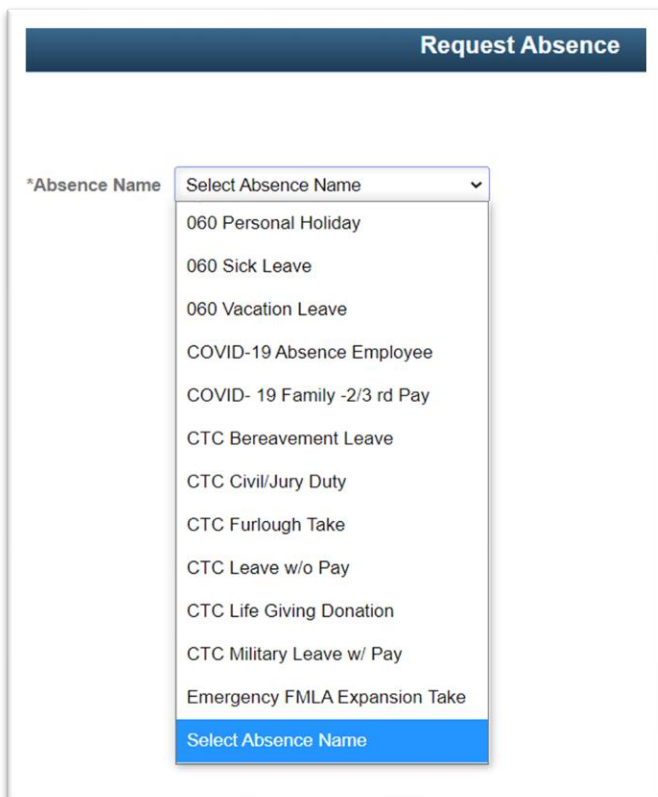


7. You will be taken to the Absence Request Page. From the Drop Down, select the type of Absence you would like to request, then click submit.



The screenshot shows the 'Request Absence' page. At the top, there is a dark blue header with the text 'Request Absence' and several navigation icons (home, search, menu, and a circular icon). Below the header, there is a form with a label '\*Absence Name' and a dropdown menu. The dropdown menu is currently set to 'Select Absence Name'. A red box highlights the dropdown menu. To the right of the dropdown menu, there is a green 'Submit' button. A red arrow points to the 'Submit' button.

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 dropdown menu lists the following options: '060 Personal Holiday', '060 Sick Leave', '060 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

**060 Personal Holiday:** This request is to use Personal Holiday days.

**060 Sick Leave:** This request is to use normal Sick Leave.

**060 Vacation Leave:** This request is to use normal Vacation Leave.

9. After selecting the Leave Type, remember to click Submit.



The screenshot shows the 'Request Absence' page. At the top, there is a dark blue header with the text 'Request Absence' and several navigation icons (home, search, menu, and a circular icon). Below the header, there is a form with a label '\*Absence Name' and a dropdown menu. The dropdown menu is currently set to 'Select Absence Name'. A red box highlights the dropdown menu. To the right of the dropdown menu, there is a green 'Submit' button. A red arrow points to the 'Submit' button.

10. 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

Request Absence

\*Absence Name 060 Vacation Leave

Reason Select Absence Reason

\*Start Date 01/22/2021

End Date

Duration 8.00 Hours

Partial Days None

Comments

Balance Information

As Of 12/15/2020 108.00 Hours\*\*

View Balances

View Requests

Disclaimer The current balance does not reflect absences that have not been processed.

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"

Request Absence

\*Absence Name 060 Vacation Leave

Reason Select Absence Reason

\*Start Date

End Date

Duration

Partial Days

Comments

As Of 12/15/2020

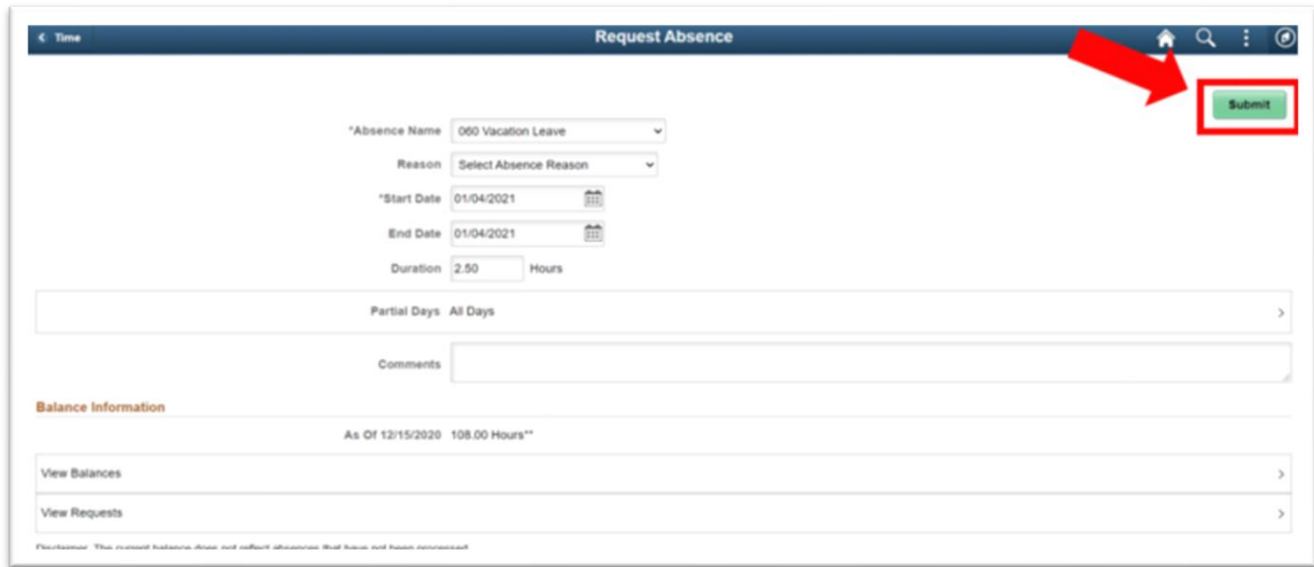
Partial Days

All Days

All Days Are Half Days No

Duration 2.5 Hours

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



The screenshot shows a mobile application interface for requesting absence. The title bar at the top is dark blue with the text "Request Absence" and navigation icons. The form contains the following fields:

- \*Absence Name: 060 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 from the top right towards a green "Submit" button which is highlighted with a red rectangular border.

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

