

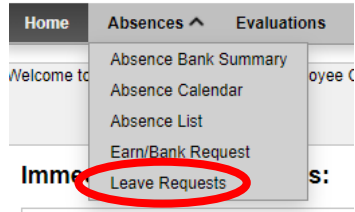
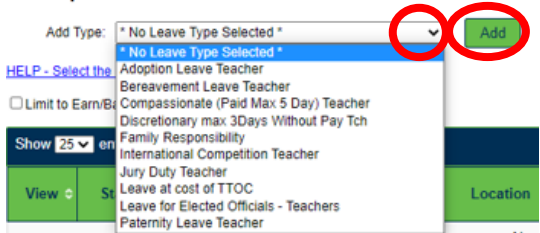
Online Leave Requests have replaced all leave types on the Request For Leave form. This will allow teachers to complete their leave request in a timely manner. Once an Online Leave Request is submitted, the school Principal will digitally approve the leave and then the request will automatically go to Human Resources for approval.

If you have additional documentation to submit with your request, please have it ready to attach before you submit your request for leave.

**Examples of additional documentation:**

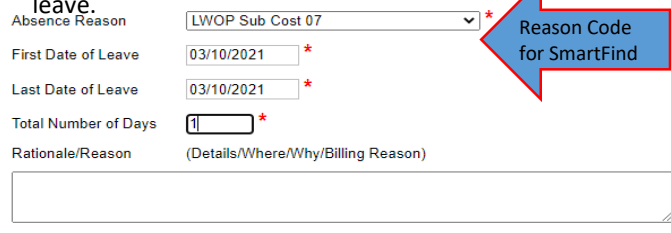
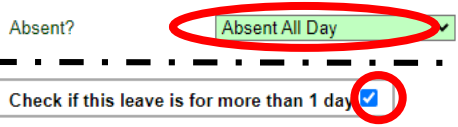

Jury Summons or Compassionate Care leave form

Login to Employee Connect - <https://cimsweb.deltasd.bc.ca/Employeeconnect/employeesignonn.aspx>

<p>1. Select the Absences drop down Menu</p>  <p>2. From the dropdown menu select <b>Leave Requests</b> <i>The Leave page will show.</i></p>	<p>3. Click on the drop down menu on the <b>Add Type:</b> field and select the leave you wish to request.</p> <p><b>All Requests</b></p>  <p>4. Click on the <b>Add</b> button</p>
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Then next page is where you can fill in the details of your leave. Some leaves do not require a category.

The **Job** field, **Authorizing Location**, **Short Description** and **Absence Reason** will already be completed.

<p>5. Click in the <b>First Date of Leave</b> field and a calendar will open. Select the first day of your leave from the calendar. Repeat process on the <b>Last Date of Leave</b> field</p> <p>6. Enter the Total Number of Days and your rationale for the leave.</p>  <p>7. If at multiple locations, you will need to duplicate the leave for the other locations.</p>	<p>8. If leave is for more than one day, must select <b>ABSENT ALL DAY</b> and check box for more than 1 day:</p>  <p>9. Click <b>Advance Details</b> for additional forms; <b>Leave Entitlement</b> for Collective Agreement language.</p> <p>10. Click <b>SAVE</b> to save request; <b>EXIT</b> to leave the current page without saving.</p> 
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11. Once your leave is approved by your Principal, it will show as **Pending Approval** under Leave Requests in the Absence tab.

View	Status	Request#	Type	Location	Requested Date	Leave Date	Days Hours	Comment	Sub Record
<a href="#">Edit</a>	Pending Approval	2100381	Family Responsibility	Human Resources Sub Not Required Absent All Day	2021/02/25	2021/03/01 Mon	1.0000 Days	Family Responsibility Testing 2	

When approved by Human Resources it will show as **Approved/Completed**. You will receive an email in your District Email account informing you to check the status of your leave in your Employee Connect Leave Requests under the Absence Tab.

Questions: contact Sam (email SubDesk or 604 952-5361) or Shannon Hunt at 604 952-5386 or email [shunt@deltaschools.ca](mailto:shunt@deltaschools.ca)

**Don't forget to book your absence in SmartFind even if no TTOC required!!**