

Submitting Leave Request

1 Enter your name and the date of the requested leave

The screenshot shows a 'Leave Request' form with the following fields and content:

- Title:** Leave Request (Request for leave)
- Name of request:** Sam Hoover 4/10/24
- Approvers:**
 - 1 Enter names here
 - 2 SH Snyder, Hollie
- Leave type:** Select your response

2 Enter your supervisor's name

Leave Request
Request for leave

Name of request *

Sam Hoover 4/10/24

Approvers *

1 Enter names here

2 SH Snyder, Hollie X

Leave type: *

Select your response

Start date *

Select a date

3 Click their name

Name of request *

Sam Hoover 4/10/24

Approvers *

1 dugrov

2 Suggestions

GD Grover, Dustin
dugrover@neo.edu

Leave type *

Select your response

Start date *

Select a date

Time frame *

Enter your response

4 Click here

Leave Request
Request for leave

Sam Hoover 4/10/24

Approvers *

1 **GD** Grover, Dustin X

2 **SH** Snyder, Hollie X

Leave type: *

Select your response

Start date *

Select a date

Time frame *

Enter your response

End date *

5 Select the type of leave being taken

Sam Hoover 4/10/24

Approvers *

1 **GD** Grover, Dustin X

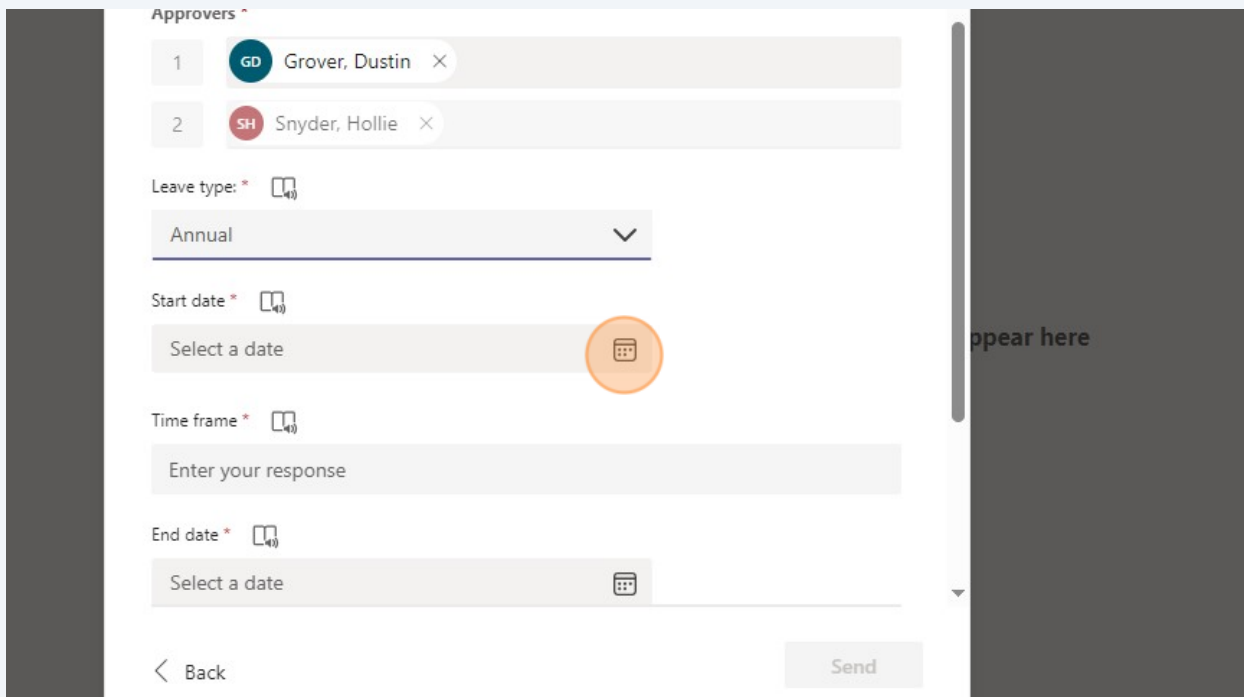
2 **SH** Snyder, Hollie X

Leave type: *


Select your response


- Annual
- Compensatory
- Sick
- Jury
- Administrative
- Military
- Unpaid


6 Click here





Approvers *


1  Grover, Dustin ×


2  Snyder, Hollie ×

Leave type: * 


Annual 


Start date * 

Select a date 

Time frame * 

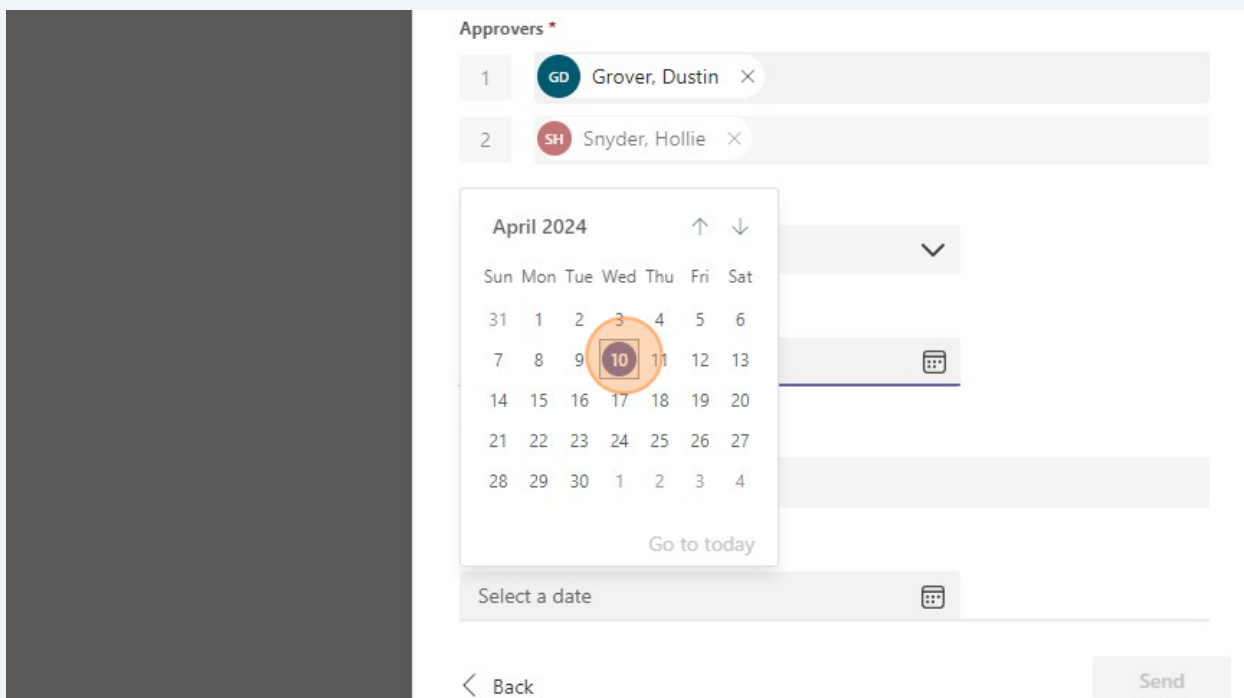
Enter your response

End date * 


Select a date 


[Back](#) [Send](#)



7 Click the date your leave will begin



Approvers *


1  Grover, Dustin ×

2  Snyder, Hollie ×

April 2024  

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Go to today

Select a date 

[Back](#) [Send](#)

8 Enter the time your leave will begin

Leave type *

Start date *

Time frame *

End date *

[Back](#) [Send](#)

9 Click here

Start date *

Time frame *

End date *

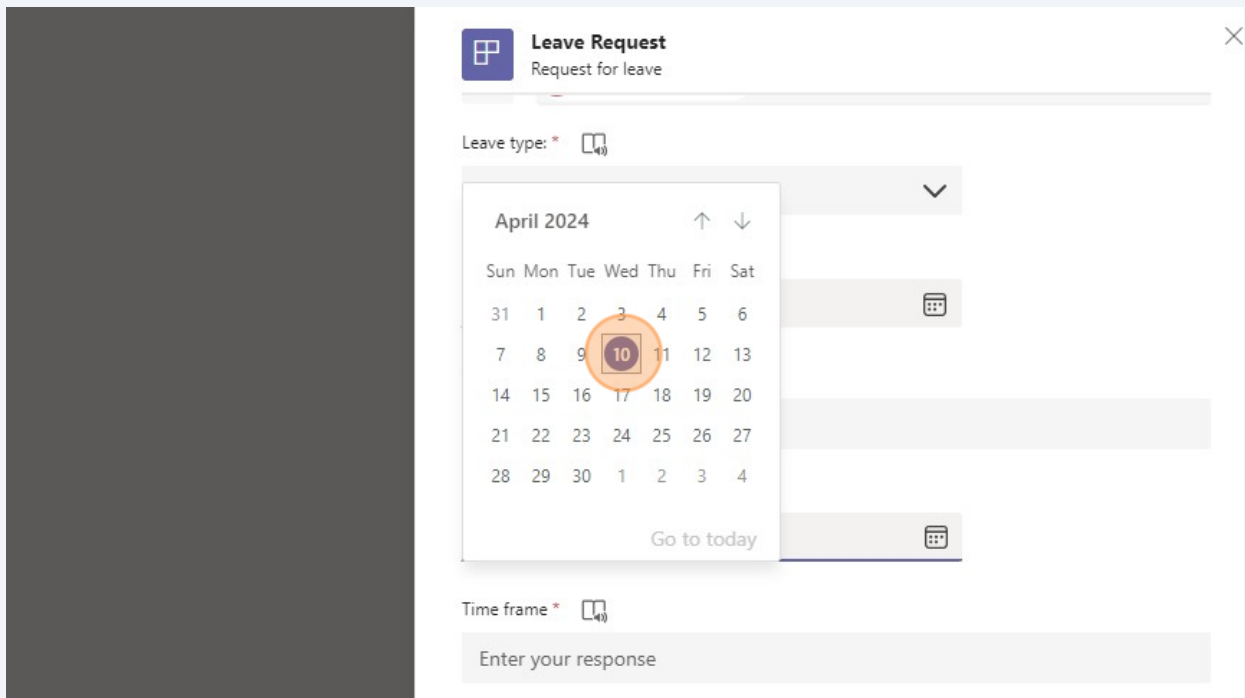
Time frame *

Additional remarks *

[Back](#) [Send](#)

appear here

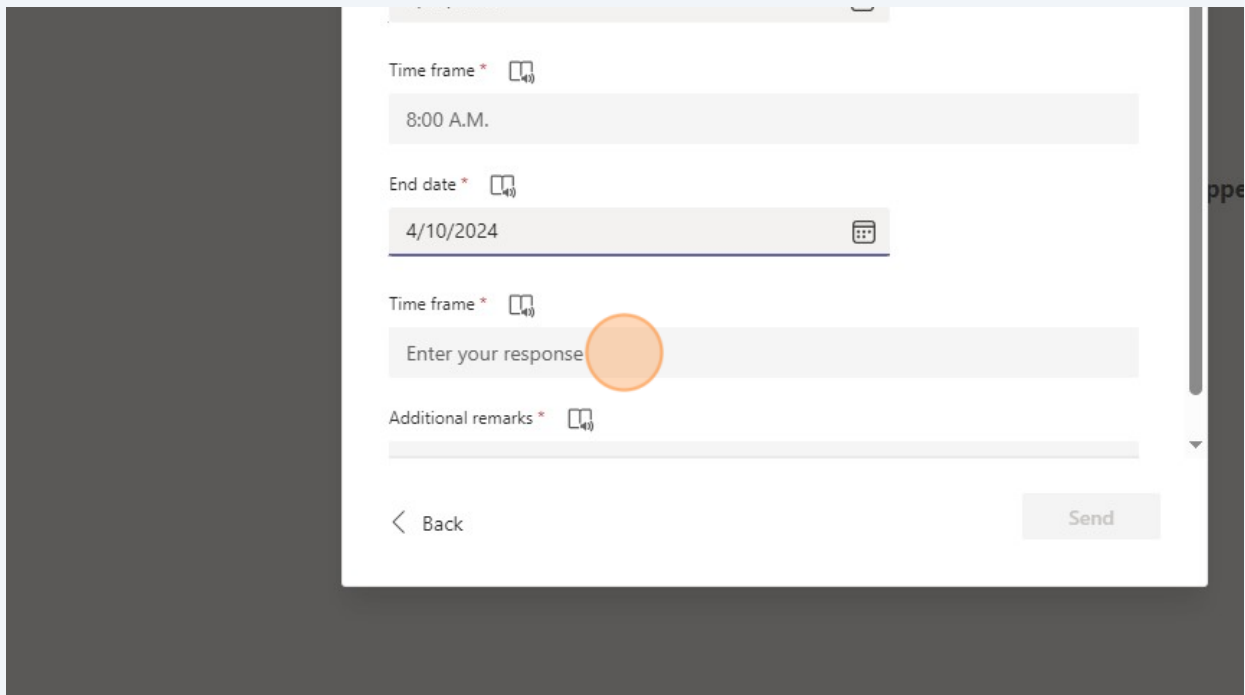
10 Click the date your leave will end



The screenshot shows a 'Leave Request' form with the following fields:

- Leave type:** * [dropdown menu]
- Calendar:** A calendar for April 2024 is displayed. The date 10 is highlighted with an orange circle.
- Time frame:** * [dropdown menu]
- Enter your response:** [text input field]

11 Enter the time your leave will end





The screenshot shows the 'Leave Request' form with the following fields:


- Time frame:** * [dropdown menu] with the value '8:00 A.M.' entered.
- End date:** * [dropdown menu] with the value '4/10/2024' entered.
- Time frame:** * [dropdown menu] with the value 'Enter your response' entered.
- Additional remarks:** * [text input field]
- Navigation:** 'Back' and 'Send' buttons are visible at the bottom.

12 Add any additional remarks


8:00 A.M.

End date * 

4/10/2024 

Time frame * 

5:00 P.M.


Additional remarks * 

Enter your response


< Back Send

13 Click Send

appear here

* 

l.

remarks * 

the day

Send