**Purpose**

Use this procedure to create an absence (Annual Leave) request.

**Scenario**

**Staff Member Pierre Gagnon needs 4.5 days of Annual Leave**

In Umoja we cannot combine half-day and full-day in a unique request

Pierre Gagnon will be required to complete the following steps:

1. Create and Submit a request for 0.5 day of Annual Leave
2. Create and Submit a request for 4 full-days of Annual Leave

**Prerequisites**

The Staff Member has adequate annual leave balance to cover the period of leave requested.

The policy on Annual Leave is provided in Staff Rule 5.1 and may be summarized as follows:

- A staff member who holds a temporary appointment accrues annual leave at the rate of 1.5 days per month. Such staff member may accumulate and carry forward up to 18 working days of annual leave by 1 April of any year.

- A staff member who holds a fixed-term or a continuing appointment accrues annual leave at the rate of 2.5 days per month. Such staff member may accumulate and carry forward up to 60 working days of annual leave by 1 April of any year.

- Annual leave may be taken in units of days and half-days, subject to authorization, as well as exigencies of service.

**Menu Path**

Use the following menu path(s) to begin this transaction:

- For Staff Member: ESS Employee Self-Service SM Time Management Create Leave Request
- For Time Administrator: ESS Time Administrator Time Administration Time Work Center Create Leave Request

**Transaction Code:** ESS / Umoja Portal

**Role(s)**

- Staff Member
- Time Administrator
Procedure

1. Login to Umoja ESS using your account credentials.

Employee Services

2. In the Employer Service page click Time Management

Time Management

3. Click Create Leave Request tab to open a new request
Gagnon PIERRE - Leave Request: New (to request leave for half day)

**NOTE:** in the initial screen the **Start Date** and **End Date** are defaulted to the current date

The Type of Leave field is generally already defaulted to Annual Leave

Click the **Start Date** field and enter the first work day of your Annual Leave
Click the **End Date** field and enter the last work day of your Annual Leave
4. For this example we have entered the following dates:

- Leave start date: Example: 01.07.2014
- Leave end date: Example: 01.07.2014

5. Check **Half day** to indicate that you wish to request only half day of Annual Leave.

6. Click AM/PM field and choose which half of the day you wish to take off.
7. Click **Check** to validate your entry.

Verify that the leave has been calculated correctly.

8. Click **Send** to submit this request to your Approver.
Leave Request: New (to request leave for full days)

Type of Absence
Type of Absence: Annual Leave

General Data
Start Date: 01.07.2014
End Date: 01.07.2014
Abs/Att days: 0.50
Approver Name: Andrey Anatolivich SHYREV
Note:
Used: Annual Leave Balance: 0.50 Days

Additional Data
Half-day: X
AM/PM: PM

9. Click **OK** to submit the request.

Gagnon PIERRE - Leave Request: New
Click the Start Date field and enter the first work day of your Annual Leave.

Click the End Date field and enter the last work day of your Annual Leave.

10. For this example we have entered the following dates:

   Leave start date Example: 02.07.2014
   Leave end date Example: 07.07.2014

11. Click **Validate** to validate your entry.
Verify that the leave has been calculated correctly

12. Click to submit this request to your Approver

Leave Request: New

Type of Absence
Type of Absence: Annual Leave

General Data
Start Date: 02.07.2014
End Date: 07.07.2014
Abs/Att days: 4.00
Approver Name: Andrey Anatolivich SHVYREV
Note:
Used: Annual Leave Balance: 4.00 Days

Additional Data
Half-day:
AM/PM:

13. Click to submit the request.
Result

You have created an absence request for Annual Leave.