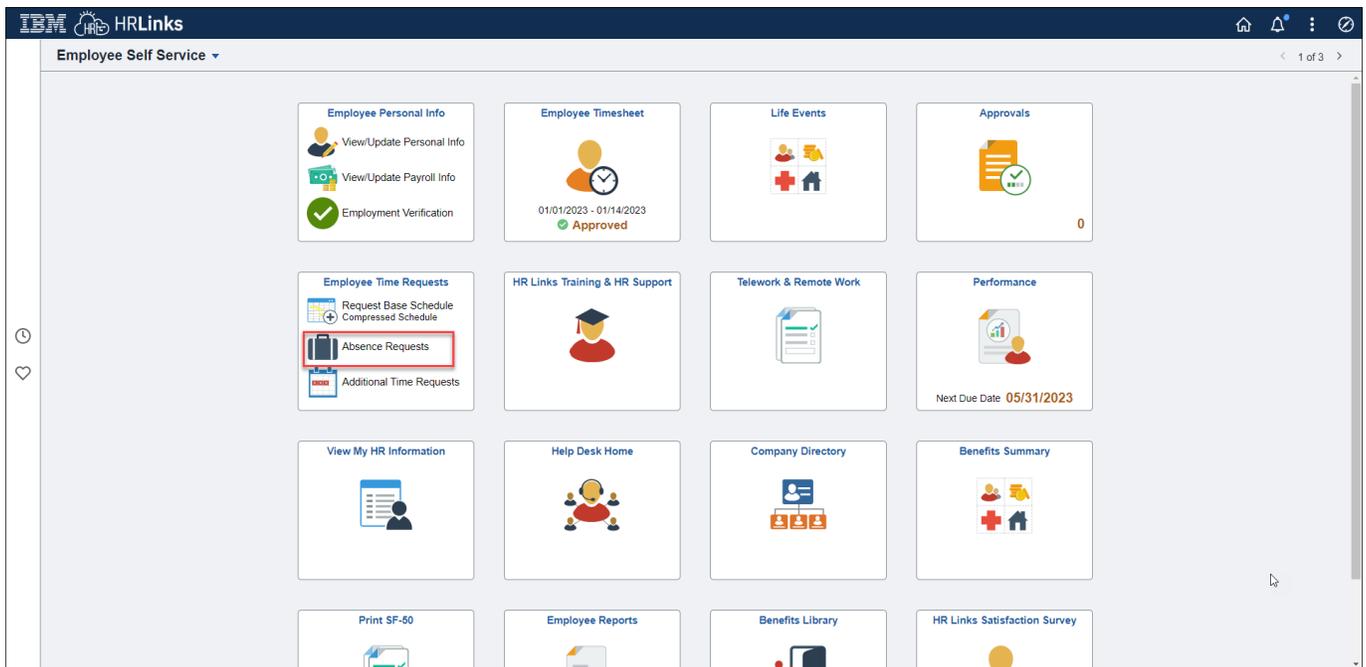




Create an Absence Request - How to Choose and Record the Appropriate Paid Leave Types (Employees)

A comprehensive listing of Time Reporting Codes (TRC) and definitions is provided at the end of the visual demonstration for recording leave requests. Please note, all leave requests must be approved by your supervisor.

1. From the Employee Self Service home page, select **Absence Requests** on the **Employee Time Requests** tile.





2. Select **Request Absence** from the Request Absence page.

The screenshot shows the 'Request Absence' page with a navigation bar containing 'REQUEST ABSENCE' and 'ABSENCE BALANCES'. Below are five balance cards: Annual Leave Balance (103 Hours), Sick Leave Balance (163.5 Hours), Home Leave Balance (56 Hours), and Award Leave (44 Hours). A note states: 'The current balance does not reflect requests that have been processed after 12/31/2022.' Below this is the 'Absence Request History' section with filters for Absence Type (All), Status (All Statuses), Begin Date (10/20/2022), and End Date (04/18/2023). The table below lists several requests with columns for Date, Absence Type, Duration, Status, and action buttons (VIEW/EDIT, CANCEL).

Date	Absence Type	Duration	Status	
Friday January 20	Award Leave Used	4 Hours	Approved	VIEW/EDIT CANCEL
Thursday January 5 - Friday January 6	Annual Leave	17 Hours	Approved	VIEW/EDIT CANCEL
Friday December 23	Other Paid Absence	3 Hours	Approved	VIEW/EDIT CANCEL
Thursday December 22 - Friday December 23	Annual Leave	17 Hours	Canceled	VIEW/EDIT CANCEL
Monday December 12	Annual Leave	9 Hours	Canceled	VIEW/EDIT CANCEL

Note: Absence Request History will also be shown on this page. Absence type defaults to **All**. If you want to see absence request history outside the default date parameters, you can change either the **Begin Date** or the **End Date** or both.



3. Select the appropriate TRC absence code and select **Request**.

Request Absence

SEARCH FOR ABSENCE TYPE: AS OF DATE: 01/18/2023

TRC	DESCRIPTION	BALANCE (HOURS)	REQUEST
040	Annual Leave	103	<input type="button" value="REQUEST"/>
050	Sick Leave	163.5	<input type="button" value="REQUEST"/>
048	Home Leave	56	<input type="button" value="REQUEST"/>
054	Award Leave Used	44	<input type="button" value="REQUEST"/>
041	Comp Time Used	-	<input type="button" value="REQUEST"/>
042	Court Leave	-	<input type="button" value="REQUEST"/>
037	Credit Hours Used	-	<input type="button" value="REQUEST"/>
053	DC National Guard Military	-	<input type="button" value="REQUEST"/>
069	Disabled Veteran Leave	-	<input type="button" value="REQUEST"/>



4. Select the calendar [📅] icon to choose the Start Date and End Date or type the **Start** and **End** Dates into the corresponding fields.

Employee Self Service > Time > Absence > Request Absence

ABSENCE TYPE*
Annual Leave

START DATE* 01/18/2023 [📅]

END DATE MM/DD/YYYY [📅]

« January 2023 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	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	31	1	2	3	4

Total Requested Hours: 9.0
Balance History as of 12/31/2022: 103.00 Hours
The current balance does not reflect requests that have been processed after 12/31/2022.

BACK SUBMIT



3. After choosing start and end dates, the absence page defaults to **Full Days**.
 - a. If you are requesting **Full Days**, simply select the Comments/History hyperlink and add any Comments in the **Comments** tab as necessary and select **Submit**. The page will automatically calculate the total requested hours.
 - b. If you are submitting a request for **Partial Days**, select **Partial Days**, put in the number of hours being requested either for all days or for the first and last day of absence and select **Submit**. The page will automatically calculate the total requested hours.

Note: If only the **First Day** and/or **Last Day** of the absence will be partial days, a value must be added for each of them. The value **0** is **not** allowed for these days.

If selecting **All days are partial**, the same number of hours must be requested for all days in the period.



Employee Self Service > Time > Absence > Request Absence

ABSENCE TYPE*
Annual Leave

START DATE* 01/18/2023 **END DATE** 01/20/2023

FULL DAYS **PARTIAL DAYS**

All days are partial hr

First day (January 18) hr
& Last day (January 20) hr

Requested Hours Comments/History

January	Wed 18	Thu 19	Fri 20
Scheduled	9	9	8
Holiday	0	0	0
Requested	4	9	2

Total Requested Hours: 15.0
Balance History as of 12/31/2022: 103 Hours
The current balance does not reflect requests that have been processed after 12/31/2022.

[BACK](#) [SUBMIT](#)

5. Once the absence request is submitted, you will see the status show up as **Submitted**.



IBM HR links

Employee Self Service > Time > Absence

REQUEST ABSENCE ABSENCE BALANCES

Annual Leave Balance
103 Hours
REQUEST ANNUAL LEAVE

Sick Leave Balance
163.5 Hours
REQUEST SICK LEAVE

Home Leave Balance
56 Hours
REQUEST HOME LEAVE

Award Leave
44 Hours
REQUEST AWARD LEAVE

ⓘ The current balance does not reflect requests that have been processed after 12/31/2022.

Absence Request History

ABSENCE TYPE: All STATUS: All Statuses BEGIN DATE: 10/20/2022 END DATE: 04/18/2023

Date	Absence Type	Duration	Status	
Friday January 20	Award Leave Used	4 Hours	Approved	VIEW/EDIT CANCEL
Wednesday January 18 - Friday January 20	Annual Leave	15 Hours	Submitted	VIEW/EDIT CANCEL
Thursday January 5 - Friday January 6	Annual Leave	17 Hours	Approved	VIEW/EDIT CANCEL
Friday December 23	Other Paid Absence	3 Hours	Approved	VIEW/EDIT CANCEL

6. Once your supervisor approves your absence request, the status will change from **Submitted** to **Approved**. Congratulations!



Time Reporting Codes

TRC	Title	Definition	References
40	Annual Leave	An employee may use annual leave for vacations, rest and relaxation, and personal business or emergencies.	5 USC chapter 63 GSA Order HRM 6010.1A November 2021
50	Sick Leave	An employee may use sick leave for; personal medical needs, family care or bereavement, care of a family member with a serious health condition, adoption related purposes	5 USC 6307 5 CFR part 630 subpart D
48	Home Leave	It is earned by service abroad and can be utilized once the employee has completed a one-time requirement of 24 months of continuous service abroad. Home leave is intended for employees to use for return travel back to the U.S., in the Commonwealth of Puerto Rico, or in the territories or possessions of the United States.	5 USC 6305(a) 5 CFR 630 - Subpart F
54	Award Leave Used	A time-off award is time off from duty, without loss of pay or charge to leave, granted to a Federal employee as a form of incentive or recognition.	5 USC 4502(e) 5 CFR 451.104
41	Comp Time Used	Compensation for irregular or occasional overtime work with an equal amount of compensatory time off from the employee's tour of duty instead of monetary payment.	GSA Order HRM 6010.1A November 2021 5 USC 5543 5 USC 6123(a)(1) 5 CFR 550.114 5 CFR 551.531
42	Court Leave	An employee is entitled to paid time off without charge to leave for service as a juror or witness.	5 USC 6322 , 5537 , and 5515



37	Credit Hours Used	Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. For a full-time employee, only 24 credit hours may be carried over to the next pay period. For a part-time employee, not more than one-fourth of the hours in the employee's biweekly basic work requirement may be carried over to the next pay period.	GSA Order HRM 6010.1A November 2021 5 USC chapter 61 5 CFR part 610 5 USC 6121(4) 5 USC 6122 5 USC 6126
53	DC National Guard Military	An employee who is also a member of the DC National Guard is entitled to additional military leave as provided in 5 U.S.C. 6323(c) to participate in a "parade or encampment." The law provides that this type of duty must be authorized under title 49 of the District of Columbia Code. Generally, this category of military leave is limited to drills and training under the authority of the Commanding General of the DC National Guard and is not appropriate for extended active duty in connection with the current national emergency.	5 USC 6323(c) https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/military-related-leave-issues/
69	Disabled Veteran Leave	Established under the Wounded Warriors Federal Leave Act of 2015 (Wounded Warriors Act), disabled veteran leave will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more. Disabled veteran leave is available as a one-time benefit during a 12-month period beginning on an eligible employee's "first day of employment" and may not exceed 104 hours for a regular full-time employee. Disabled veteran leave can only be used for undergoing medical treatment of a qualifying service-connected disability, which was incurred or aggravated in the line of active duty.	5 USC 6329 5 CFR Part 630-Subpart M



85	Donated Leave Used	An employee whose application to receive annual leave from the account of one or more leave donors has been approved by their employing agency.	Voluntary Leave Transfer Program 5 USC 6331 - 6340 5 CFR part 630, subpart I
52	Emergency Duty - Military	An employee in the National Guard or as a Reserve of the Armed Forces may utilize Emergency/Contingency duty as authorized by the President, the Secretary of Defense, or a State Governor—22 workdays of military leave per calendar year. This leave is authorized for employees who perform military duties in support of civil authorities in the protection of life and property or who perform full-time military service as a result of a call or order to active duty in support of a contingency operation (5 U.S.C. 6323(b))	5 USC 6323(b)
77	Emergency Paid Leave-ARPA	The American Rescue Plan Act of 2021 (H.R. 1319), § 4001, enacted on March 11, 2021, established a new category of paid leave for selected Federal employees. Eligibility for the leave is based on certain COVID-19-related qualifying circumstances.	American Rescue Plan Act of 2021 - Pay & Leave
60	LWOP	An approved absence from duty in a non-pay status requested by an employee and approved by the appropriate approving official.	5 USC 6381-6387 5 CFR part 630, subpart L
87	LWOP Workers Comp Used	An employee may not be in a pay status while receiving workers' compensation payments from the Department of Labor.	5 USC chapter 81
84	Other Paid Absences	Administrative leave (also referred to as “excused absence”) is an administratively authorized absence from duty without loss of pay or charge to leave.	5 USC 301 GSA Order HRM 6010.1A November 2021
96	Parental Bereavement Leave	An employee is entitled to 2 workweeks of parental bereavement leave in connection with the death of an employee’s qualifying child.	5 USC 6329d



51	Regular Military	Qualified employees are entitled to time off with full pay for certain types of active or inactive duty training in the National Guard or as a Reserve of the Armed Forces with a charge to accrued military leave.	5 USC 6323 https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/military-related-leave-issues/
47	Religious Comp Used	Employees may accumulate time for a religious observance by working extra hours within 13 pay periods before or 13 pay periods after a religious holiday. There is no time limit for using religious compensatory time off hours that are worked in advance.	GSA Order HRM 6010.1A November 2021 5 USC 5550a 5 CFR Part 550 Subpart J
44	Restored Leave #1	Annual leave that was previously forfeited because the employee exceeded the maximum leave accumulation for carryover into a new leave year, but that has now been restored to a restored leave account. This TRC represents the first year's balance from leave restoration. Restored leave must be used within the third year following it was restored. An employee can have leave restored each year, and each year creates a separate restored leave balance, but the oldest balance expires in that third year.	5 USC 6304 (d)-(e) 5 CFR 630.305-630.311 GSA Order HRM 6010.1A November 2021 Chapter 6 (11,12)
45	Restored Leave #2	Annual leave that was previously forfeited because the employee exceeded the maximum leave accumulation for carryover into a new leave year, but that has now been restored to a restored leave account. This TRC represents the second year's balance from leave restoration. Restored leave must be used within the third year following it was restored. An employee can have leave restored each year, and each year creates a separate restored leave balance, but the oldest balance expires in that third year.	5 USC 6304 (d)-(e) 5 CFR 630.305-630.311 GSA Order HRM 6010.1A November 2021 Chapter 6 (11,12)



89	Restored Leave #3	Annual leave that was previously forfeited because the employee exceeded the maximum leave accumulation for carryover into a new leave year, but that has now been restored to a restored leave account. This TRC represents the third year's balance from leave restoration. Restored leave must be used within the third year following it was restored. An employee can have leave restored each year, and each year creates a separate restored leave balance, but the oldest balance expires in that third year.	5 USC 6304 (d)-(e) 5 CFR 630.305-630.311 GSA Order HRM 6010.1A November 2021 Chapter 6 (11,12)
43	Travel Comp Time Used	Compensatory time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable.	GSA Order HRM 6010.1A November 2021 5 USC 5550b 5 CFR 550, Subpart N
94	Weather and Safety Leave	Employees may be granted WSL when it is determined that employees cannot safely travel to or from, or perform work at, their normal worksite, a telework site, or other approved location because of severe weather or another emergency situation.	Administrative Leave Act of 2016 (section 1138 of Public Law 114-328) 5 USC 6329c 5 CFR 630, Subpart P GSA Order HRM 6010.1A November 2021 https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/emergencybenefits.pdf