



# IMPORTANT REMINDERS WHEN REQUESTING ABSENCES

1

**For absence requests that span more than one pay period, submit separate requests.**

Ex: Request 1 - July 18-22 | *End of pay period* | Request 2 - July 25-29

2

**To earn Holiday pay, submit separate requests for absences on either side of a holiday.**

Ex: Request 1 - June 30-July 1 | *Holiday* | Request 2 - July 5

3

**A status in PeopleSoft of “Approved” or “Eligible” does not mean you are authorized to take the leave.**

Communicate with your manager to obtain authorization before you enter the absence into PeopleSoft.

4

**Notify your manager in advance, but enter requests into PeopleSoft close in date to your absence.**

Once an absence request is approved in PeopleSoft, it will remain in approved status even in the event of a conflicting absence request that pulls from the same balance.

5

**Employees are ineligible to use hours until their accrual date.**

Though accruals are visible in “View Balances” at the beginning of each pay period, they are not available until your accrual date. A WARNING appears if you attempt to request more hours of leave than you have accrued.

6

**FML and NPL requests must be entered through the “Extended Absence” tile via Employee Self Service.**

Managers do not have access to enter these requests on behalf of employees. Contact the INSPD Employee Relations Division at 855.773.4647, Option 4, for assistance.