

ADP/Shared Services-ETime Best Practice on Using the Request for Leave Form

For staff and faculty (where applicable),

The on-line request form for leave is to be used only for periods of time to be taken off in the future for longer than one working day; whether for vacation or sick.

Day to day uses of annual or sick leave, or small increments of time used for annual or sick are to be directly added to the timecard. The supervisors approval of this time will occur once the timecard is submitted. It is not necessary to use the leave request feature for this type of leave instance.