Submitting a leave request - non-exempt employees

1. Log into Kronos and click on the My Calendar link on the right-hand side of the page. **Note for supervisors and timekeepers:** use the Accessing your My Information page directions to open the My Information page first.

2. When the My Calendar page opens, click on the Request Time Off command on the left-hand side of the page.

3. When the Request Time Off window opens, select the appropriate dates in the **Start date** and **End date** fields by typing the dates or clicking into the date field and selecting from the dropdown calendar.

   Notes:
   - If you are submitting a leave request that crosses pay periods, it’s best practice to submit separate requests for each pay period.
   - If you are submitting leave requests for different occasions, it’s best practice to submit them as separate requests for each pay period.

4. Click on the dropdown arrow for the **Pay code** column and select the appropriate type of leave.

5. Enter the correct start time in the **Start time** field.

6. In the **Daily Amount** field, enter the amount of time needed for that day(s).
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- Start time and Daily Amount should be rounded to the appropriate 15-minute increment.

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Pay code</th>
<th>Time Unit</th>
<th>Start time</th>
<th>Daily Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/08/2020</td>
<td>6/08/2020</td>
<td>Sick-Family Cas...</td>
<td>Hours</td>
<td>2:15PM</td>
<td>3:45</td>
</tr>
</tbody>
</table>

In this example, the employee request is to cover part of a day. Note that the **Daily Amount** field is rounded to a 15-minute increment.

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Pay code</th>
<th>Time Unit</th>
<th>Start time</th>
<th>Daily Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/08/2020</td>
<td>6/09/2020</td>
<td>Annual Cascade</td>
<td>Hours</td>
<td>7:30AM</td>
<td>8:00</td>
</tr>
</tbody>
</table>

In this example, the employee request is for multiple full days. The **Daily Amount** field is for the employee’s full regular day.

7. Click on the **Submit** command in the lower-right corner of the window.

**What happens after you submit a leave request?**
The leave request appears in the header area for requested day(s).

**Note:** if you need to cancel a previously-approved leave request, follow the directions for [cancelling a leave request](#).
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If your supervisor approves the leave request, it appears on your timecard, and the amount of leave used is summarized in the **Totals** tab.

The requested time shows on your calendar as a green block, with a checkbox beside the leave request in the header area to show supervisor approval.

If your supervisor refuses the leave request, it appears in the calendar’s header space with a small black X icon on the left.