Submitting a leave request – teachers

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.

   ![Request Time Off](image)

**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.

   ![Pay code](image)
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5. Use the Time Unit field to specify the amount of leave needed. For teachers, the Time Unit field defaults to “Full day” but can be changed to either 1st half day or 2nd half day, as shown in the screenshot below. The Start time and Daily Amount fields remain blank.

![Time Unit screenshot]

6. Once you have completed all the necessary information, 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 leave requests.
If your supervisor approves the leave request, it appears on your timecard, and the amount of leave used is summarized in the Totals tab.

![Timecard screenshot]
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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.