

Quick Reference Guide: Absence - Submit an Absence Request



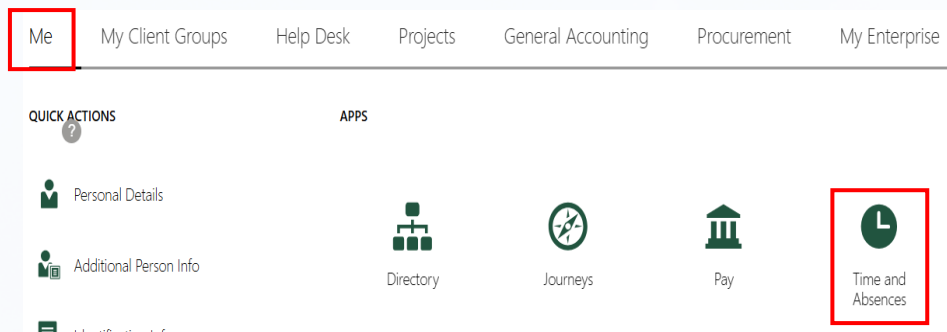
Purpose:

Non-exempt (hourly) employees can manage their absence requests directly via the WaveWorks system. This Quick Reference Guide (QRG) will demonstrate how to submit an absence request.

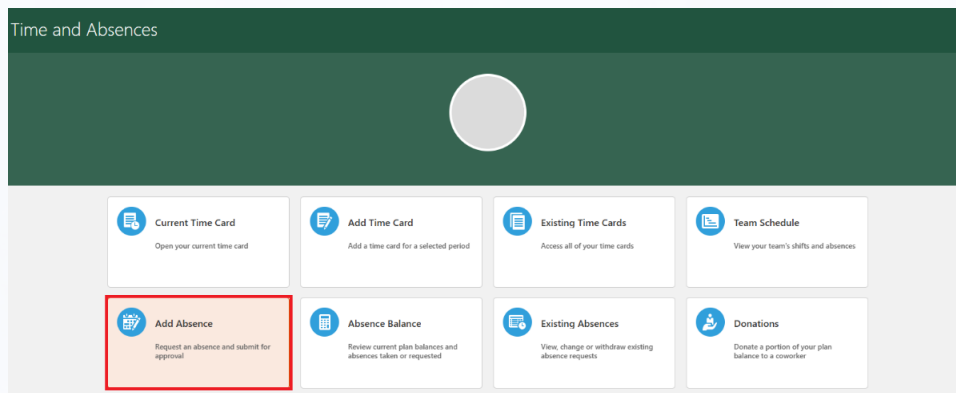
Leave Type	Description
Floating Holiday	A flexible paid day off that employees can take at their discretion
Vacation Leave	Paid leave for rest, relation, or personal purposes
Sick Leave	Paid leave to treat and/or recover from a personal illness or to tend to the illness of an immediate family member that requires your personal attention
Leave Without Pay	Temporary, unpaid leave granted by employee request with certain legal entitlements under federal law.
Jury Duty	Paid (?) Leave designated for Jury Duty. Requires proof of summons and/or attendance.

Step-by-Step:

1. Navigate to *Me* Tab, then select “Time and Absence”



2. Select “Add Absence”



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- 3. Select the most relevant *Absence Type* for your request

- 4. Enter the desired *start and end date*. The system calculates and displays your hours used and the remaining balance

- 5. When necessary, provide additional details for your absence request.

REMEMBER: You are **NOT** required to provide extra details when submitting your Sick Leave.

- 6. Once you have entered all the required information, select “Submit”