<u>Login</u>
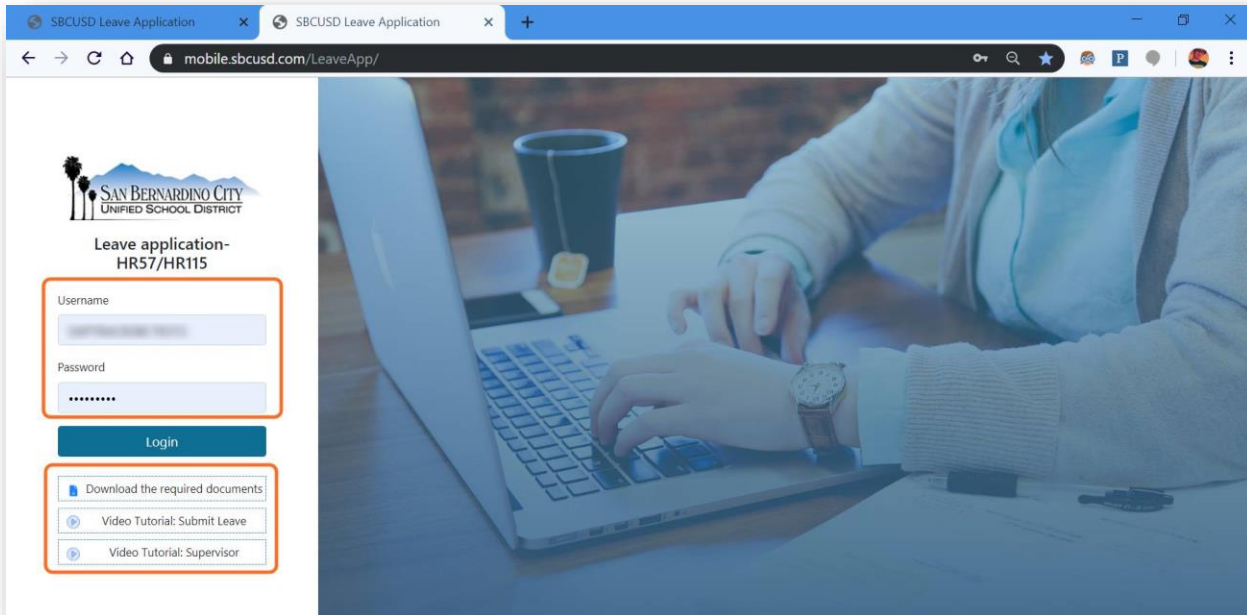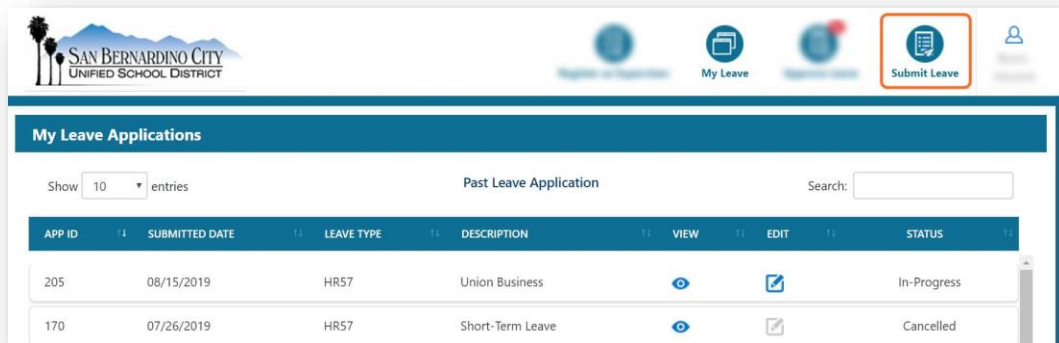
1. Username – FirstNameLastName
2. Password – District password(used to login to your system/desktop every morning, sign in to outlook email)
    a. Contact IT if you are not able to use your District username/Password.

Submit

1. Click on Submit Leave (Icon)

2. Fill the required information
    a. Start-End date
    b. Hours/Days
    c. Type of Leave
    d. Attachment(if required)
    e. Select your Supervisor – type name/department to narrow down the search list
    f. Select checkbox > * Read FMLA/CFRA
    g. Select checkbox > * I certify under penalty of perjury that the foregoing, including all attachments, is true and correct.
    h. Click SUBMIT button

Example – Critical Illness

Select Supervisor: Type Name/Department to narrow down Supervisor list.

Edit

1. Click My Leave (icon)
2. Select Edit (icon)–to edit your application

3. Make changes>Select your supervisor>Click on the checkboxes>Re-submit
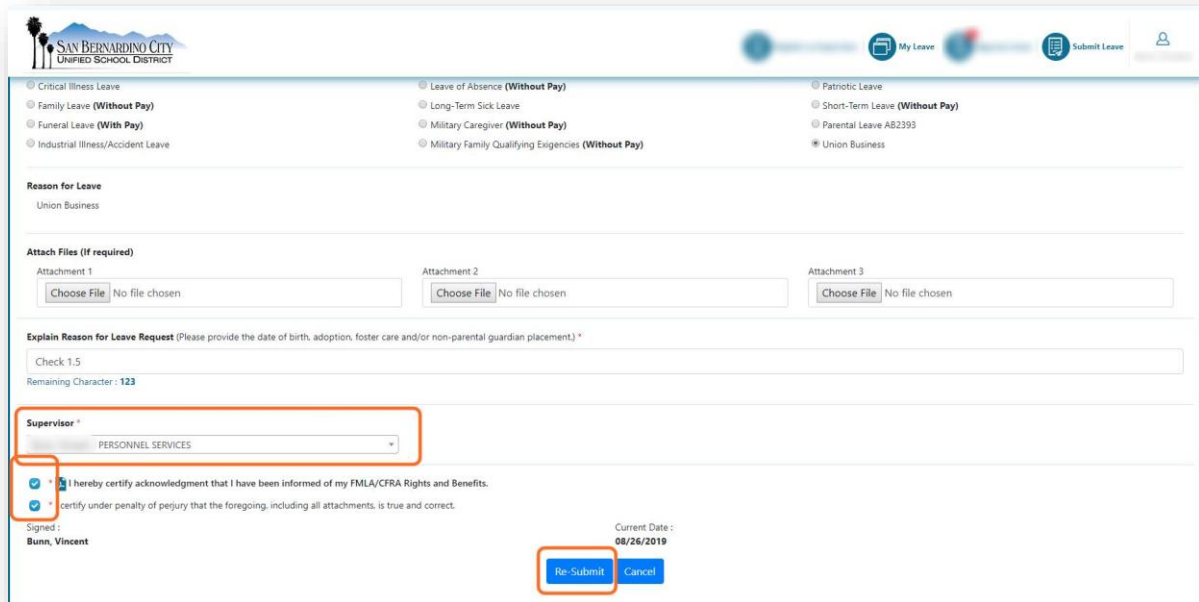
<u>View</u>

1. Select My Leave (icon)
2. Click on the View (icon) of the application
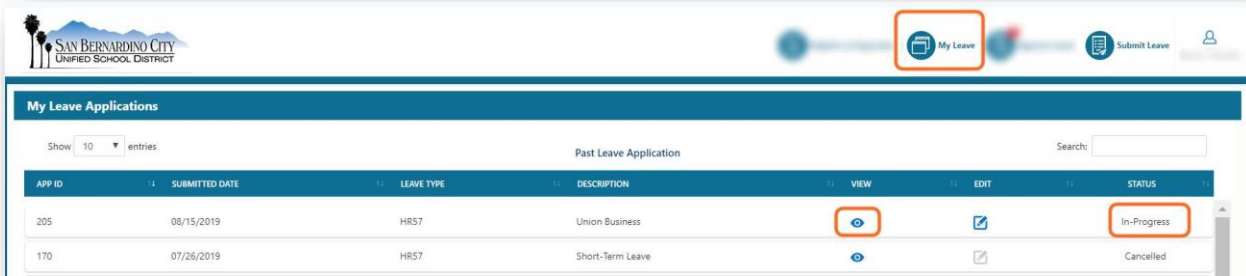
3. Find the current status of your application