How to Request Leave & Absence
(Vacation, Sick Leave, etc.)

When to Request Leave:
You can use Request Leave to both request an upcoming leave or to report leave already taken. Both are done through the Request Absence tile.

- Request leave in advance when possible
- Please report any leave taken within the pay period (1st to 15th of the month and 16th to end of the month)
- Leave requests must be made in accordance with the applicable terms of the collective bargaining agreement
- Leave requests do not replace the need to stay in touch with your division administrator and administrative assistant
- Please contact the division office directly. Each division may have different practices based on their program needs.
  - If the requested absence will need a substitute
  - When you’re not sure how much leave to report

Proceed to ctcLink Login Page:
1. Open a web browser and go to gateway.ctclink.us
2. Enter your ctcLink ID and click **Next**. Enter your password and click **Verify**.

![Employee Self Service: Select HCM Self-Service](image)
Time Tile:

4. Select the **Time** tile

5. Select the **Request Absence** tile
Request Absence Page:

6. The Request Absence page will display

If you have multiple jobs, the drop down menu will appear. Select the appropriate job from the drop-down menu. If you do not have multiple jobs, the drop down menu will not appear.

Select Absence Name (common leave types: personal, sick, vacation, bereavement, etc.) from the drop-down menu. Optionally, you can also select an Absence Reason. Absence Reason is not required unless requesting Family Medical Leave (FMLA) or Paid FML.

Note: If the Absence has to do with FMLA, the Absence Reason is required.

Select Duration:

7. Select a Start Date and an End Date

Based on the start and end date, the Duration will dynamically generate

Partial Day Absence:

8. The Absence Request Entry page will display.
For partial day (less than 6 hours) off requests, follow steps below.

a. In the Reason drop-down menu, select the appropriate reason.
b. Select the correct Start date
c. Select the correct End date
d. You may type an explanation for the leave request in the Comments box. This is not a required field. Recommendation: use this comment field to make any notes.
e. Click on None next to Partial Days, a Partial Days pop-up will appear
f. Select All Days from the drop-down menu
g. For half day, leave the All Days are Half Days toggle on yes
h. For less than half days, toggle to No, and type the number of hours needed
i. Click Done

Additional Notes:

If Partial Days is chosen the user must Indicate:

• Is the End Day a Half Day? (Yes or No)
• If the answer is no, then how many hours is the partial day absence for? (Duration in hours)
• Select the Done button to return to the Request Absence page

Comments are available for the employee and are Optional

Note: Comments cannot be deleted from the system and are considered public records

Partial Days Drop Down Menu:

• No: no part of the absence is a partial day
• End Day Only: the last day of the absence is a partial day
• Start Day Only: the first day of the absence is a partial day
• Start and End Days: both the start and the end days of the absence are partial days
• All Days: every day of the absence is a partial day
Submit Request:

9. Once you have entered all your time off requests, click on the Submit button on the upper right-hand corner then select Yes. This status will change to submitted.