How to Request Leave & Absence for Faculty

(Personal, 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 (NO Internet Explorer, Preferred Chrome or Firefox) and go to gateway.ctclink.us
2. Enter your ctcLink ID and click Next. Enter your password and click Verify

Employee Self Service:

3. Select HCM Self-Service
Time Tile:

4. Select the **Time tile**

Select Job:

5. At the top of the page, select the **job** for which you are requesting leave. Your supervisor for that job will receive the leave requests.
Example: A full-time instructor in the Game department has a moonlight assignment in the Design department teaching Photoshop. Selecting the moonlight assignment or full-time assignment controls which department receives the leave request.
Select the Request Absence Tile:

6. Select the Request Absence tile

7. The Request Absence page will display
   - Select Absence Name from the drop-down menu.
   - Common Leave Request Types:
     - 260 Personal Leave: (i.e. vacation, personal appointments) this request is to use Personal Leave days
     - 260 Sick Leave: (i.e. out sick, child out sick or other leave related to illness) this request is to use Sick Leave
     - 260 Vacation Leave: this request cannot be used because faculty do not accrue vacation
     - Please reach out to your division office and/or college HR team if you have any questions about which type of leave to use.
   - Absence Reason is not required unless requesting Family Medical Leave (FMLA) or Paid FML.

Select Duration:

8. Select a Start Date and an End Date
   Based on the start and end date, the Duration will dynamically generate
Full Day Absence:

9a. The Absence Request Entry page will display.

For **full day** 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.

Partial Day Absence:

9b. 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**

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**Partial Days Drop Down Menu:**

- **None:** 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

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**Submit Request:**

10. 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.