**Request for Absence**
Using Employee Access Center

All absence requests should be entered within 24 hours of your return to work.

To create a Request for Absence (Sick or Personal), you will need to login to the Employee Access Center (EAC) at https://efpwkf.lansingschools.net/eFP22.4/EmployeeAccessCenter/Web/Login.aspx. Once logged in, select "Leave Information" from toolbar on left side of screen:
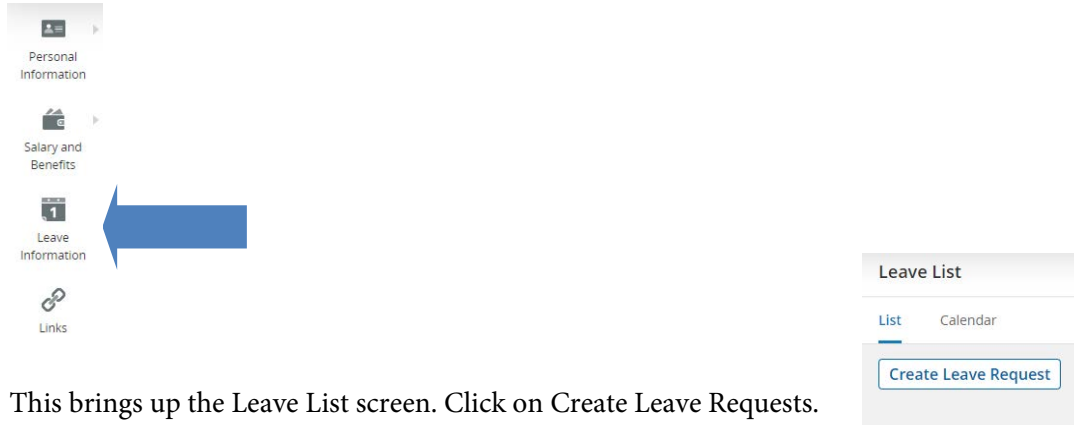
This brings up the Leave List screen. Click on Create Leave Requests.

The Create Leave Request screen will appear.

Select the applicable absence reason from the Leave Type drop down menu. Enter the start and end dates of absence and the number of absence hours. Please note the following when entering leave requests:

1. Multiple entries can only be for a maximum of 1 week at a time (Monday-Friday). Do not submit a request for a date range that encompasses the weekend.
2. Multiple entries can only be used for consecutive, full day absences.
3. You will receive a warning message if you are submitting a request for a date previous to the current date. This is simply a warning and you can still submit the request.

Be sure to note the correct hours. You may add any notes to help the supervisor when approving the request. When completed, click the Submit button.

Your request for leave has now been submitted. The request has been sent electronically to any approving managers. You will receive an email once your request has been completed by all approvers. This email will let you know if a request has been approved, denied or needs additional information.

Once submitted, you can review the status by returning to the Leave List screen. Hover over the leave request to see the status. If a request needs to be corrected, then the original request needs to be canceled. To cancel a request, click on the 3 dots in the Options column and select Cancel Leave Request. A new revised request can then be added to replace the original.