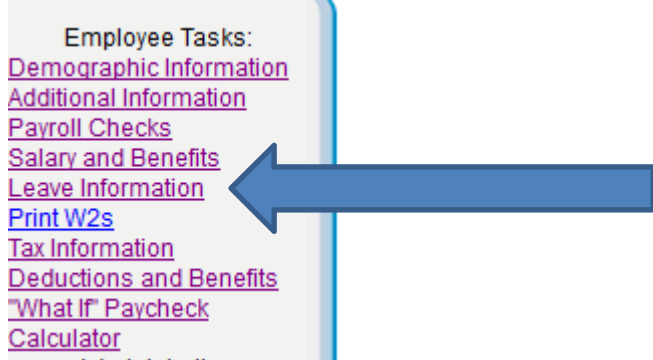**Request for Absence**
*Using Employee Access Center*

**All absence requests should be entered within 24 hours of your return to work. Vacation requests should be approved and entered in advance.**

To create a Request for Absence (Vacation, Sick or Personal), you will need to login to the Employee Access Center (EAC) at https://eac.lansingschools.net/eFP19.4/EmployeeAccessCenter/Web/MultDBLogin.aspx.

Once logged in, select "Leave Information" from toolbar on left side of screen



This brings up the leave calendar.

Click on "Leave Requests".

Any previous, unposted leave requests will be listed.  Click "Add a New Leave Request" to create the new request for absence.

**Review Leave Requests**

Leave Requests Page

Add a New Leave Request

There are no leave requests to view.

Your leave bank information will show at the top of the screen.  The leave request information will display on the bottom half of the page.

◢ **Leave Request**

◢ **Leave Bank Information**

| Leave Code | Leave Title | Units | Earned YTD | Taken YTD | Current Balance | Pending Leave | Pending Balance |
|---|---|---|---|---|---|---|---|
| 080 | M&C 12 MO-8 HRS SICK | Hours | 32.0000 | 10.0000 | 218.0000 | 0.0000 | 218.0000 |
| 225 | M&C-8HRS-8+ YRS-VACATION | Hours | 168.0000 | 100.2500 | 90.1400 | 1.0000 | 89.1400 |
| 569 | M&C-8 HRS PERSONAL | Hours | 16.0000 | 4.0000 | 12.0000 | 4.0000 | 8.0000 |
| 800 | MISC BANK-NO CHARGE | Hours | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 900 | DOCK BANK | Hours | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

◢ **Leave Request Information**

| Leave Type* | | Notes |
|---|---|---|
| Start Date* | 10/03/2018 | |
| End Date* | 10/03/2018 | |
| Hours* | 0.0000 | |

Create your leave request by selecting the leave type, the start and end dates of absence and the number of absence hours. Be sure to note the correct hours. You may add any notes to help the supervisor when approving the request.



Once complete, click the submit icon  in the top right corner.

Your request for leave has now been submitted. Click the "OK" button to exit the leave request screen. 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 logging into EAC and returning to "Leave Requests".

1. Multiple entries can only be for a maximum of 1 week at a time (Monday-Friday)
2. Multiple entries can only be used for consecutive, full day absences,
3. Supervisors need to pay close attention when approving multiple day entries to ensure that the beginning and end date and number of hours are correct.