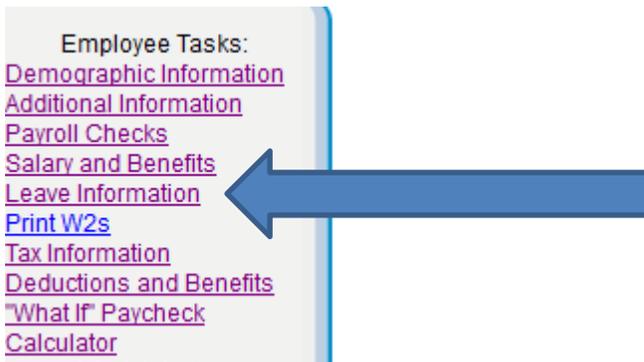


**Request for Absence
Using Employee Access Center**

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 <http://eac.lansingschools.net/eac5/Login.aspx>.

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



This brings up the leave calendar.

Click on "Leave Requests".

Leave Calendar
[Leave Banks](#) | [Leave Requests](#)

July 2014							August 2014							September 2014							October 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2		1	2	3	4	5	6				1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

November 2014							December 2014							January 2015							February 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31							
30																											

Any previous 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 Bank Information							
Leave Code	Leave Title	Taken YTD	Current Balance	Units/Hours/Days Pending	Pending Balance		
080	SICK	8.0000	40.0000	0.0000	40.0000		
223	VACATION	16.0000	28.0400	0.0000	28.0400		
569	PERSONAL	0.0000	8.0000	0.0000	8.0000		

Outstanding Leave Requests							
Leave Type	Start Date	End Date	Units	Request Date	Status	Notes	
No outstanding leave requests.							

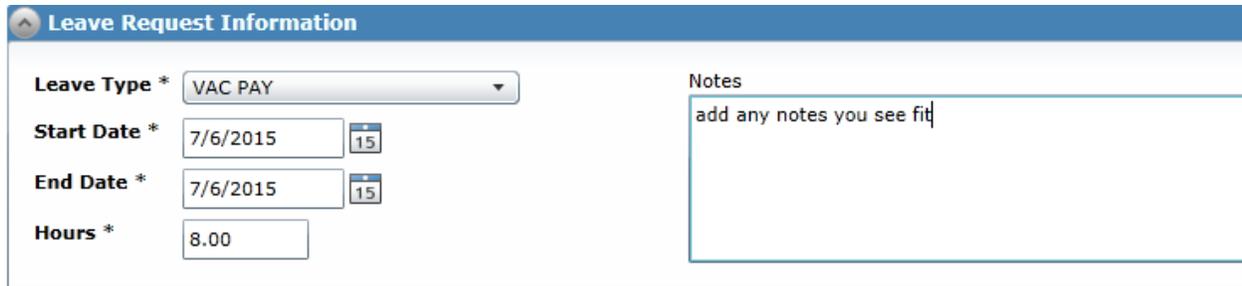
Leave Request Information	
Leave Type *	<input type="text"/>
Start Date *	PERSNL PAY
End Date *	SICK-APPT
Units *	SICK-BRVMT
	SICK-ILL
	SICK-WCOMP
	VAC PAY
Notes	<input type="text"/>

'Submit' button you are formally Requesting Leave

Submit

Create your leave request by selecting the type of Leave, the first date of absence and the date expected to return to work. Be sure to note the correct hours. You may add any notes to help the supervisor when approving the request.

Once completed, click the “submit” button.



By Clicking the 'Submit' button you are formally Requesting Leave

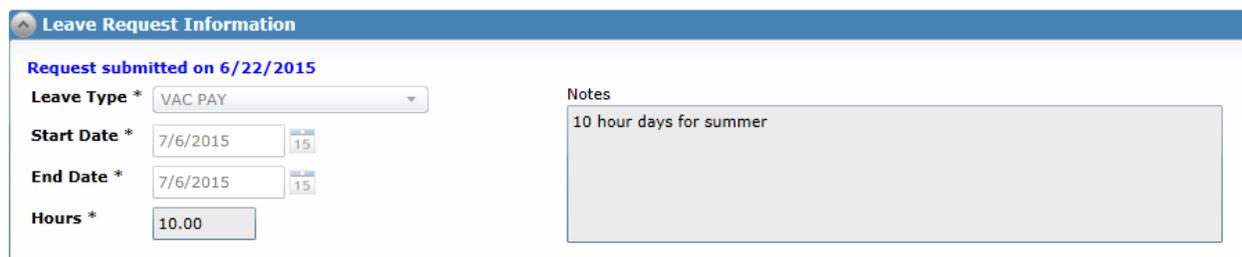
Submit

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.

Employee Leave Request

Your leave request has been submitted for approval. For security purposes, please logout or close your browser.

Employee Number: 24827 Name: ANGELA SUSANA CORBIN



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.