How Do I request Unscheduled Holiday Leave?

Instructions

1. Log into OneUSG Connect.

   **Navigation:** Home Page

2. From the Home Page, click **Time and Absence** tile.

3. Click the **Request Absence**

4. The **Request Absence** page displays two dropdown fields.
a. Allow the **Absence Type** to default to "All."

![Request Absence](image)

b. Select **Holiday Unscheduled** from the dropdown list.

![Calendar](image)

5. Use the Calendar icon to select an Absence **Start Date** and **End Date**.

6. The **Original Start Date** will default from the **Start Date**.

   a. The Start and End dates must have values and should not begin or end on off days or holidays.

   b. Only scheduled workdays have value (the value of the scheduled hours).

   c. **Holidays** and **OFF Days** have no scheduled hours value and calculate an absence request duration of zero (0) hours if selected.

7. Select the **Check Leave Balance** button to determine (via forecast) whether you have a sufficient accrual balance to cover the number of hours requested.

   a. A designation of "ELIGIBLE" or "INELIGIBLE" appear in a popup display once the forecast process is complete.

![ELIGIBLE](image)
b. “ELIGIBLE”, signifies that you have enough accrual balance to cover the absence.

c. “INELIGIBLE”, signifies that do not have enough balance to cover all the absence hours requested, and that some (or all) of the requested hours will go uncompensated.

d. Ineligible absences can still be submitted for processing.

8. The duration will default based on the number of ‘event days’ entered, times your scheduled work hours for the dates selected.

a. If are assigned an 8.0-hour schedule and you select a one-day date range (based on workdays), the duration will populate as 8.00 hours.

b. The default duration hours will always calculate as scheduled hours times the number of Absence Event days requested.

9. If the number of requested hours is less than your scheduled hours for the requested day(s) off, the Partial Days option must be used.

10. Select Partial Days if you need to request a duration that is less than your scheduled hours for the requested day(s).

a. There are four (4) partial day options:

   - **All Days**: Use to count ALL requested days as Partial Days.
   - **End Day Only**: Use to designate only the requested END Day as a Partial Day.
   - **Start Day Only**: Use to designate only the requested Start Day as a Partial Day.
   - **Start and End Days**: Use to designate both the requested Begin and End dates as Partial Days.

b. Each partial day option will apply the defined partial day value (hours) to all designated partial days within the request.

c. Once the duration hours are input, click **Done** to return to the main request page.

d. In this example, Start Day Only was selected with a three (3) hour duration and the end date was selected with a five (5) duration.
11. Select the **Check Leave Balance** button to determine (via forecast) whether you have a sufficient accrual balance to cover the number of hours requested.

12. Click **Submit** and then click **Yes** to confirm the absence request.