

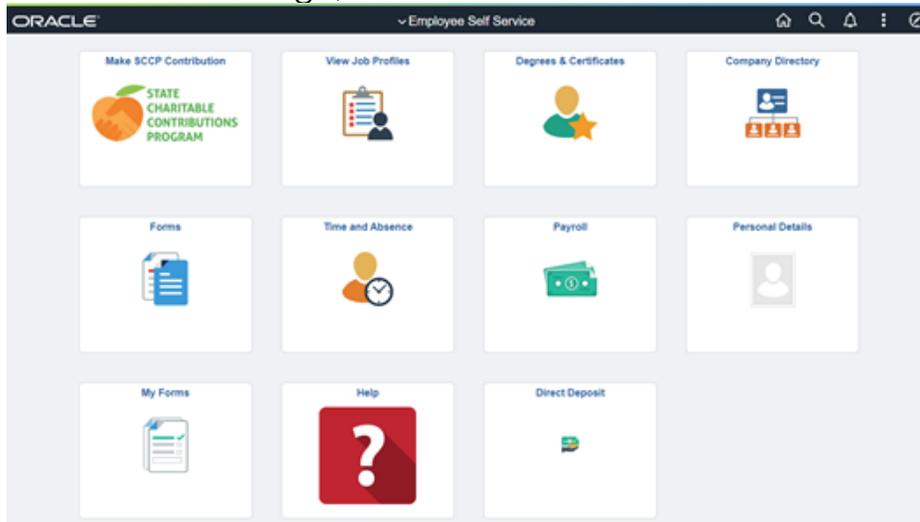
# How Do I request Unscheduled Holiday Leave?

## Instructions

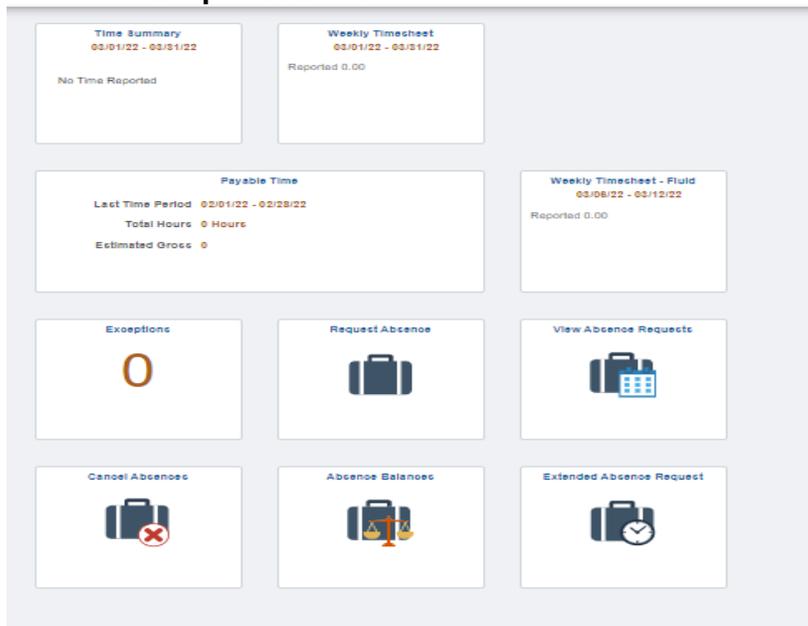
1. Log into [OneUSG Connect](#).

**Navigation:** Home Page

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

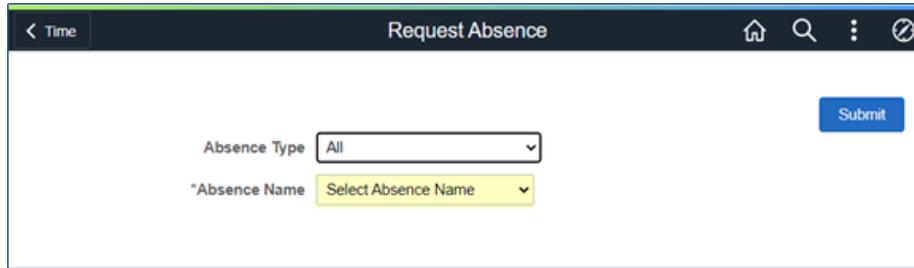


3. Click the **Request Absence**



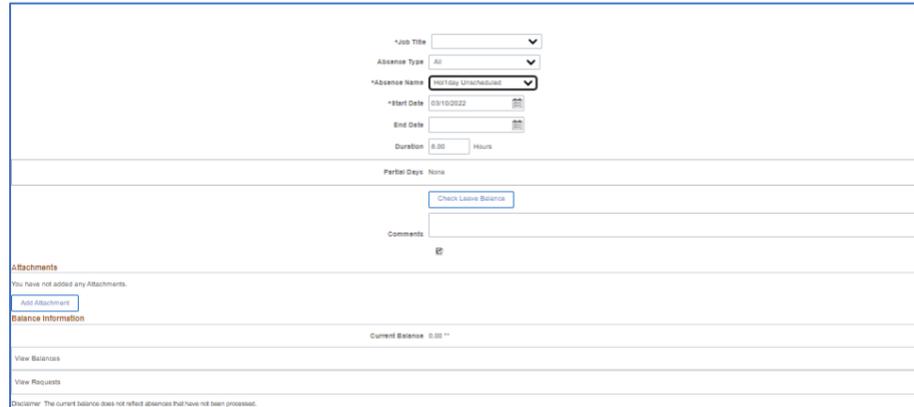
4. The **Request Absence** page displays two dropdown fields.

- a. Allow the **Absence Type** to default to "All."



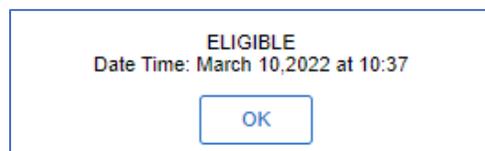
The screenshot shows a mobile application interface for 'Request Absence'. At the top, there is a navigation bar with a back arrow, the title 'Request Absence', and icons for home, search, and settings. Below the navigation bar, there is a 'Submit' button in the top right corner. The main form area contains two dropdown menus: 'Absence Type' is set to 'All', and '\*Absence Name' is set to 'Select Absence Name'.

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



The screenshot shows the 'Request Absence' form with several fields filled out. The 'Absence Name' dropdown is set to 'Holiday Unscheduled'. The 'Start Date' is set to '03/10/2022'. The 'End Date' is set to '03/10/2022'. The 'Duration' is set to '8.00' hours. The 'Perfor Days' is set to 'None'. There is a 'Check Leave Balance' button. Below the form, there is a 'Comments' section with a text input field and an 'Add Attachment' button. The 'Attachments' section shows 'You have not added any Attachments.' The 'Balance Information' section shows 'Current Balance: 0.00'. There are links for 'View Balances' and 'View Requests'. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

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.



The screenshot shows a popup dialog box with a white background and a blue border. The text inside the dialog reads 'ELIGIBLE' in bold, followed by 'Date Time: March 10, 2022 at 10:37'. At the bottom center of the dialog is a blue button with the text 'OK'.

- 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.

Cancel
**Partial Days**
Done

**Partial Days** Start and End Days ▾

**Start Date** 03/17/2022

**Duration** 3.00 Hours

**End Date** 03/18/2022

**Duration** 5.00 Hours

\*Job Title ▾

Absence Type All ▾

\*Absence Name Holiday Unscheduled ▾

\*Start Date 03/17/2022

End Date 03/18/2022

Duration 8.00 Hours

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Partial Days Start and End Days

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Check Leave Balance

Comments

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**Attachments**

You have not added any Attachments.

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.

ELIGIBLE

Date Time: March 10,2022 at 11:18

OK

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