

How to use the partial day menu for absence requests:

This job aid outlines how to denote a partial day in an absence request.

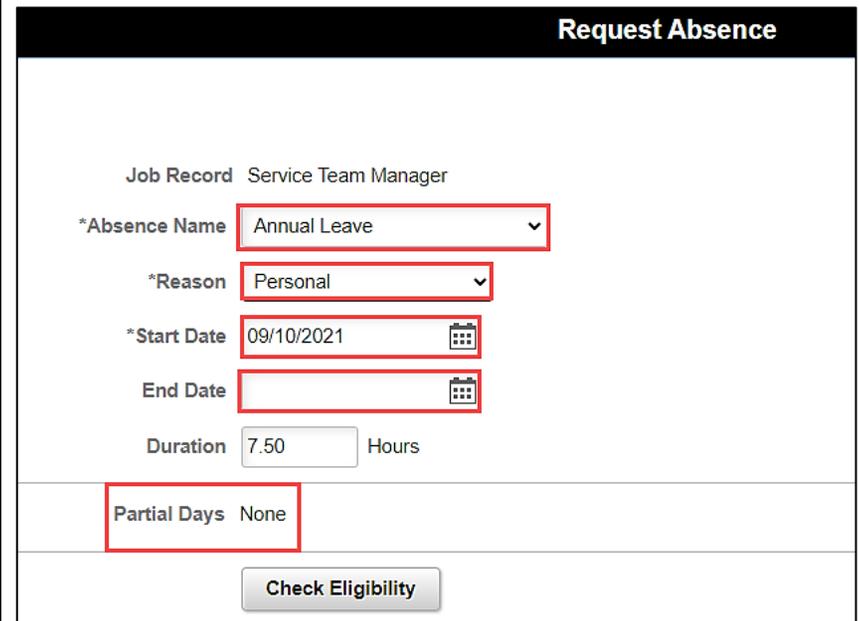
Navigation: Employee Self Service > Time and Absence > Request Absence

Information and Examples

Initiating an Absence Request: In order to initiate an absence request including a partial day (leave time for less than a full scheduled work day) take the following steps:

1. Click the **Absence Name** drop-down arrow to select the appropriate option.
2. Click the **Reason** drop-down arrow to select the appropriate option.
3. Click the Calendar Icon or type in the field to indicate both a **Start Date** and **End Date** as applicable.
4. Click on the **Partial Days** menu row, which will open the partial day selection menu shown in the next steps.

Screenshots



The screenshot shows the 'Request Absence' form with the following fields and values:

- Job Record:** Service Team Manager
- *Absence Name:** Annual Leave
- *Reason:** Personal
- *Start Date:** 09/10/2021
- End Date:** (empty)
- Duration:** 7.50 Hours
- Partial Days:** None
- Check Eligibility:** (button)

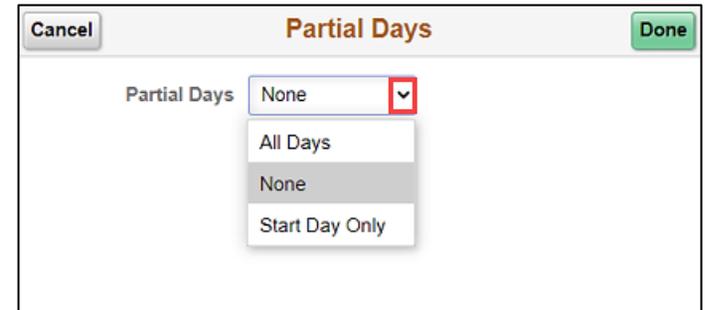
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One Day Partial Day Absence: If your absence is only one day (meaning the start and end date are the same) the **Partial Days** drop-down will display the following two options (not including the default of 'None'): **All days** and **Start Day** only.

Note these two options do the exact same thing since the request is only for one day. Selecting either option will reflect properly for the time taken for the one day absence request.

Examples:

- The cable technician is coming to your home to correct connectivity issues and the company gave you a window of 1:00-4:00pm on Wednesday. You must be home during this timeframe so you request to take annual leave for a partial day.
- You have an appointment with your doctor at 9:00am Monday, you will report to the office following the appointment. You request sick leave for a couple hours that morning.



Cancel **Partial Days** Done

Partial Days None ▾

- All Days
- None
- Start Day Only

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Two or More Days Partial Absence: If your absence is two or more days long the **Partial Days** drop-down will display the following four options (not including the default of 'None'): All days, End Day Only, Start Day Only, and Start and End Day Only.

All Days: You need to take the exact number of leave hours each day of the absence request.

- **Example:** Your child has half days at school all week and you need to take annual leave from 12:30pm-5:00pm Monday through Friday to care for your child.

End Day Only: You will work (or utilize another type of leave) some portion of the last day of the absence request, thus you only need leave hours to account for a portion of that day.

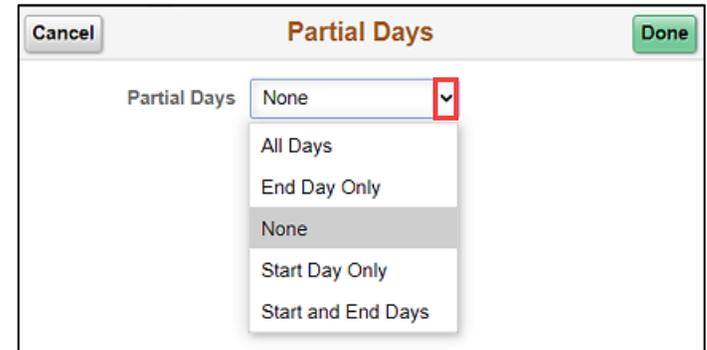
- **Example:** You are returning from vacation (annual leave) to attend an important division-wide meeting. You will be at work attending the meeting from 3:00pm-5:00pm, so you only need leave hours for the first part of the day.

Start Day Only: You will work (or utilize another type of leave) some portion of the first day (start date) of the absence request, thus you only need leave hours to account for a portion of that day.

- **Example:** You are catching a flight to New York at 6:00pm and you are driving to the airport directly from work, so you plan to leave at 2:00pm. You only need leave hours for the work schedule after 2:00pm that day.

Start and End Days: You need to take the exact same number of leave hours on both the start and end date of the absence request. ***Note** for a two day absence this is the same as using the **All Days** option.

- **Example:** You are taking an extended weekend trip with odd hours and you want to take the least amount of leave time possible. You are leaving at 12:00pm Friday and returning to work at 11:00am Monday so you would like to request partial day leave on both days in the amount of 4 hours. The amount of leave must be the same for both days if using this option.



The screenshot shows a web interface for 'Partial Days'. At the top, there are 'Cancel' and 'Done' buttons. Below them is a label 'Partial Days' followed by a dropdown menu. The dropdown menu is open, showing the following options: 'None' (which is selected and highlighted with a red box), 'All Days', 'End Day Only', 'Start Day Only', and 'Start and End Days'.

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After you've indicated the type of **Partial Days** needed follow one of the following processes to indicate hours of the partial day absence.

Half Day: The default for any of the four partial day selections is **half day**, which means the system will automatically populate leave hours on the selected day(s) to align with your work schedule.

- **Example:** If you are a 37.5 hour per week employee on a standard schedule, meaning you work 7.5 hours per day Monday through Friday, the default half day will be 3.75 hours. If a half day is what you want to request, no further action needed.
 - Click the **Done** button.

Partial Day, Not Half Day: If you need to request a partial day that is not exactly half of your set work schedule, click the **End Day is a Half Day** toggle button to **No**. Upon clicking the toggle a new field Duration Hours will appear. This field is for the duration of leave hours you are requesting to utilize that day.

- **Example:** If you are a 37.5 hour per week employee on a standard schedule, meaning you work 7.5 hours per day Monday through Friday, and you plan to work 4.5 hours. You need to request a partial day absence for the remaining hours. In this scenario you would enter 3 hours in the duration field (normal daily schedule of 7.5 hours – 4.5 hours = 3 hours of leave needed).
 - Click the **Done** button.

Cancel
Partial Days
Done

Partial Days End Day Only ▾

End Date 09/14/2021

End Day Is Half Day Yes

Cancel
Partial Days
Done

Partial Days End Day Only ▾

End Date 09/14/2021

End Day Is Half Day No

Duration 3 Hours