**How to request a partial day absence:**
This job aid outlines how an employee can request a partial day(s) in an absence request.

**Navigation:** Employee Self Service > Time and Absence > Manage Absences

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Step 2: Click the Manage Absences tile to request an absence.
Step 3: Click the Absence Name drop-down arrow and select an absence type. This will only display absence types that are associated with your eligibility. Please refer to the Absence Type one-page document.

Step 4: Click Apply Absence.

Step 5: Click the Reason drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.
Step 6: Click the Calendar icon to select a start date for the absence.

Select the first day of the absence event. The field defaults to the current date. If there’s a break in the absence, enter each event separately. For example, if you’re out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 30 days prior to the current day.

Note: An end date is not needed unless you are requesting multiple days of leave.
Step 7: Click on the Partial Days menu row, which will open the partial day selection menu.

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 properly reflect the time taken for a 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.

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 Days.
### Partial Day Absence Requests

#### 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 time possible. You are leaving at 12:00pm Friday and returning to work at 11:00am Monday so you would like to request a 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.

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 Is 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.
Validate the number of hours for the absence in the **Duration** field.

**Duration Hours** are determined by your assigned work schedule and should match the hours you are scheduled to work on the days for which the absence has been requested (minus any partial day(s)).

An absence cannot be requested for a date an employee is not scheduled to work.

**Step 7:** If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.
Two possible messages will be returned:

- **ELIGIBLE** means you have the leave available.
- **INELIGIBLE** means you do not have the leave balance available for the request.

If the absence is for leave types other than annual or sick leave, you will not see this **Check Eligibility** button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per USC policy, an error message will appear if your request exceeds the established limit.

**Step 8:** A message appears saying you are eligible. Click the **OK** button to continue.

**Step 9:** Click **View Eligibility Details** to view the details.
If **Check Eligibility** comes back Ineligible, an ineligible reason will be provided on this **Eligibility Details** page.

**Step 10:** Click the X to close out the page to continue the absence request.

**Step 11:** Click in the **Comments** field and enter additional information. You may wish to include the specific times you will be away from the office. These comments are routed to your manager or TL/ABS approver.
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**Note:** If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

**Step 12:** To add an attachment, click the **Add Attachment** button.

**Step 13:** Click **My Device** to select the appropriate documentation saved on your computer.
**Step 14:** Select the document and click the **Open** button.

**Step 15:** Click the **Upload** button.
Step 16: Click the Done button to close the File Attachment page.
**Step 17:** Enter a description for the attached document in the Description field.

**Step 18:** Click Submit to submit the absence request for approval.

**Step 18:** Click the Yes button to indicate you are ready to submit the request.
Once the absence request has been submitted correctly, you will briefly see a ‘Submitted Successfully’ message. The absence will appear near the top of the page with an hourglass icon and a status of ‘Submitted.’ Also, an email is generated that will automatically be sent to you.

The Approval Chain option will become available when the absence is routed for approval. To view, click the 3 dots to the right of the Leave status and then View Absence. You can click Approval Chain to view who the request has been sent to for approval.

You have successfully learned how to request a partial day absence from the Manage Absences tile.