

## KDA Leave Request Guidelines

- The electronic leave request form is accessible in Outlook.
- As with most software applications, there is more than one method of accessing the leave request form but one method is outlined in this document.
- Click on the down arrow next to the word “New Items” in the upper left hand corner of the page.
  - A drop down menu will appear
    - Click on “More Items”
    - Click on “Choose Form”
  - A list of forms will appear in a drop down box.
    - Click on “State Leave Request”, then “Open.”
- (1) Enter your Supervisors Name in the “To” field.
- (2) Select a Starting date by clicking on the arrow next to “Starting” field.
  - Enter a Starting Time in the next field.
- (3) Enter an ending date by clicking on the arrow next to the “Ending” field.
  - Enter an Ending Time in the next field
- (4) Enter the number of hours for which you are applying in the “Total Hours”
- (5) Click on the arrow next to “Leave Type” to access a drop down box with a list of leave types.
  - Use the scroll bar to reveal additional leave types.
- Select the type of leave for which you are applying.
  - If you are requesting more than one type of leave for the time period, please use “Other Leave”
- (6) Enter the date, leave type, and number of hours in the “Details” field.
- You may also enter an explanation or justification in the “Details” field.

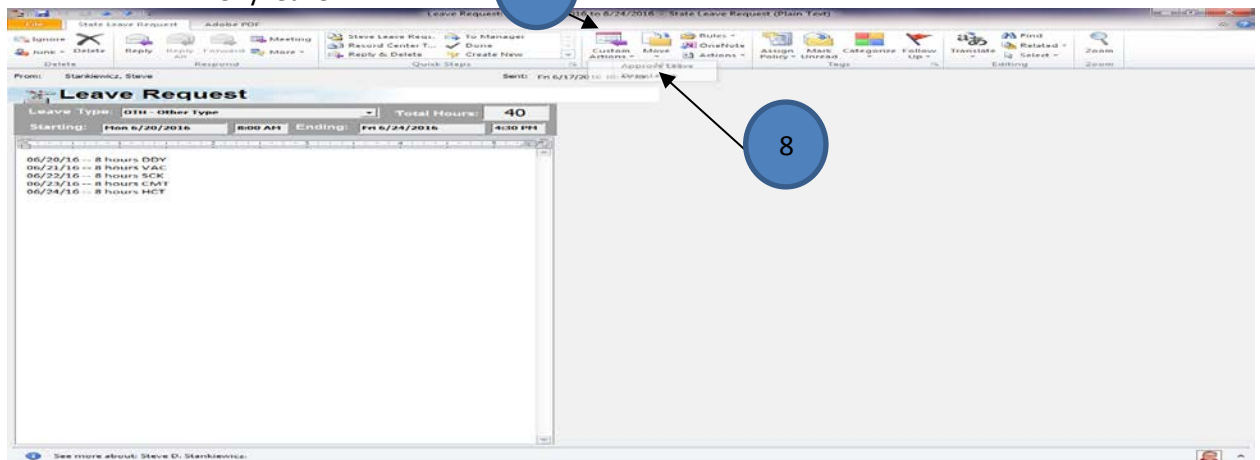
The screenshot shows the Outlook 'Leave Request' form. The form is titled 'Leave Request' and is currently set to 'State Leave Request (Plain Text)'. The form fields are as follows:

- To:** (Field 1)
- Leave Type:** OTH - Other Type (Field 5)
- Total Hours:** 40 (Field 4)
- Starting:** Mon 6/20/2016 8:00 AM (Field 2)
- Ending:** Fri 6/24/2016 4:30 PM (Field 3)
- Details:** 6/20/16 -- 8 hours DDY, 6/21/16 -- 8 hours VAC, 6/22/16 -- 8 hours SCK, 6/23/16 -- 8 hours CNT, 6/24/16 -- 8 hours HCT (Field 6)

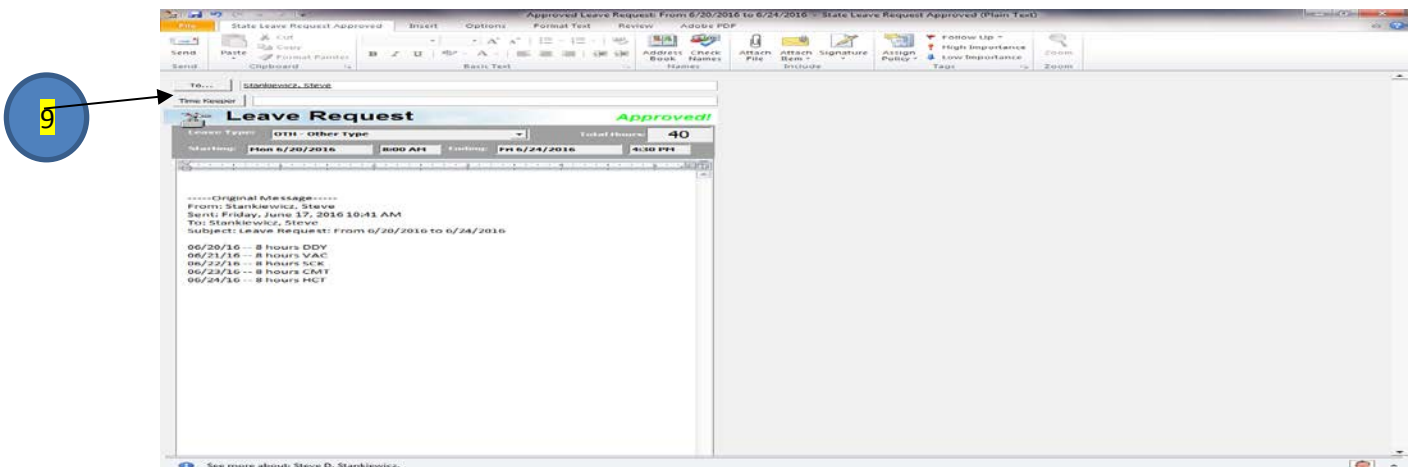
Numbered callouts 1 through 6 are placed around the form, with arrows pointing to the corresponding fields: 1 points to the 'To' field, 2 points to the 'Starting' date field, 3 points to the 'Ending' date field, 4 points to the 'Total Hours' field, 5 points to the 'Leave Type' dropdown, and 6 points to the 'Details' field.

## Supervisor's Approval/Denial

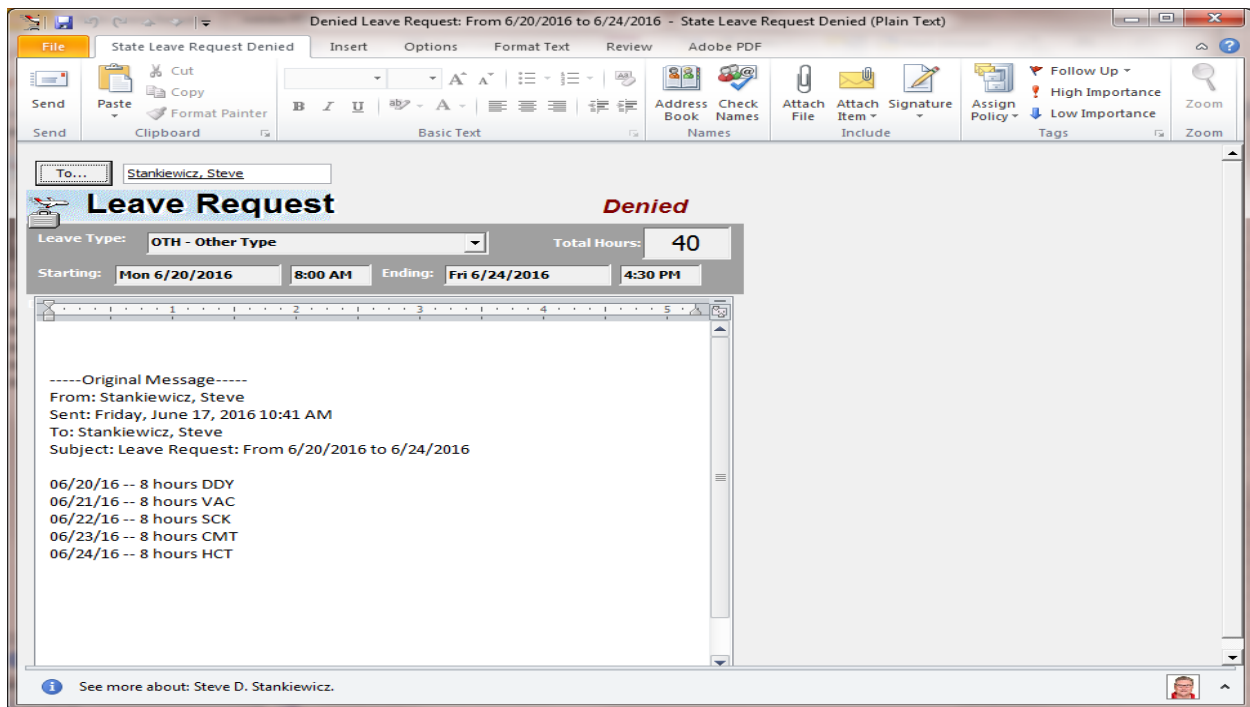
- Supervisor will receive the "Leave Request" e-mail.
- Supervisor will open the e-mail, review the e-mail, and assess the viability of the request.
- (7) Supervisor will click on the down arrow next to "Custom Actions".
  - (8) A drop down menu will appear with two options (select option):
    - Approve leave
    - Deny leave



- **Leave Approval:**
  - Click on "Approve Leave"
    - (9) Enter [HRServices@KDA.KS.Gov](mailto:HRServices@KDA.KS.Gov) in the "Time Keeper" Field.
    - Click on the "Send" button and the e-mail will be sent to the requestor (employee).
    - A copy of the e-mail will also be sent to HR. The folder is accessible by HR administrators for comparison to time submitted by the employee via the Employee Self Service.
  - Only approved leave requests need go to the leave request folder.
  - Denied leave requests go directly back to the employee.
  - If an employee needs to modify their leave request, simply have the employee resubmit the modified leave request. Personnel will use the most recent leave request e-mail that gets deposited into the outlook folder used by HR administrators.



- **Leave Denial:**
  - Click on “Deny Leave”.
  - The “Time Keeper” Field on denied leave is not available.
    - Only approved leave requests need go to HR Services.
  - Denied leave requests go directly back to the employee.
  - You may add comments regarding the denial if you wish.
  - Click on the “Send” button and the e-mail will be sent to the requestor (employee).



Questions related to the Leave Request process may be directed to the KDA HR Team. Thanks.