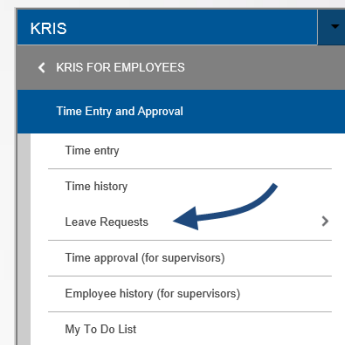


Leave Request Online

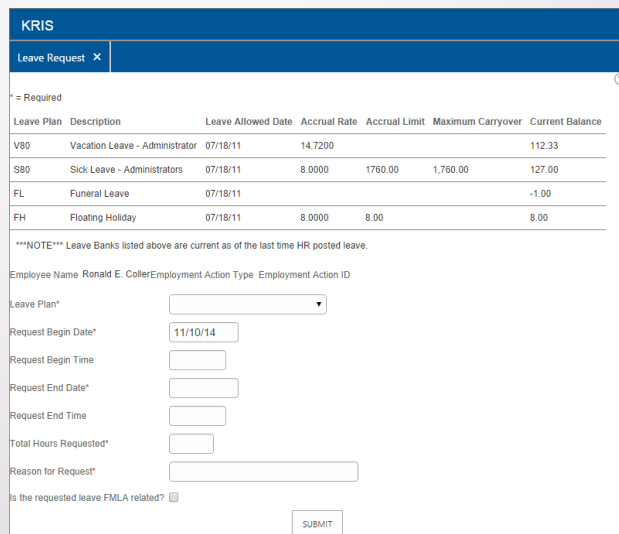
1. Inside KRIS for Employees under the Time Entry and Approval, click on the Leave Request



2. Details of Leave

- **Enter type of Leave:** Vacation, Sick, Funeral, or Floating Holiday
- **Begin Date & End Date:** Please enter using a six digit date. (10/18/14)
- **Begin Time & End Time:** Please enter time and "am" or "pm". (8am or 5:00pm)
- **Total Hours Requested:** Please enter the total amount of hours you will be gone.
- **Reason for Request – (Optional)** A brief description of why you are asking for time off.

If your time off is related to FMLA, please place a check in the box to alert Human Resources of this.



Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
V80	Vacation Leave - Administrator	07/18/11	14.7200			112.33
S80	Sick Leave - Administrators	07/18/11	8.0000	1760.00	1,760.00	127.00
FL	Funeral Leave	07/18/11				-1.00
FH	Floating Holiday	07/18/11	8.0000	8.00		8.00

NOTE Leave Banks listed above are current as of the last time HR posted leave.

Employee Name: Ronald E. Collier | Employment Action Type: Employment Action ID

Leave Plan*: [Dropdown]

Request Begin Date*: 11/10/14

Request Begin Time: [Input]

Request End Date*: [Input]

Request End Time: [Input]

Total Hours Requested*: [Input]

Reason for Request*: [Input]

Is the requested leave FMLA related?

[SUBMIT]

3. You will receive a confirmation email along with two other emails: one when your supervisor approves your request and a second when Human Resources Approves your leave request.

