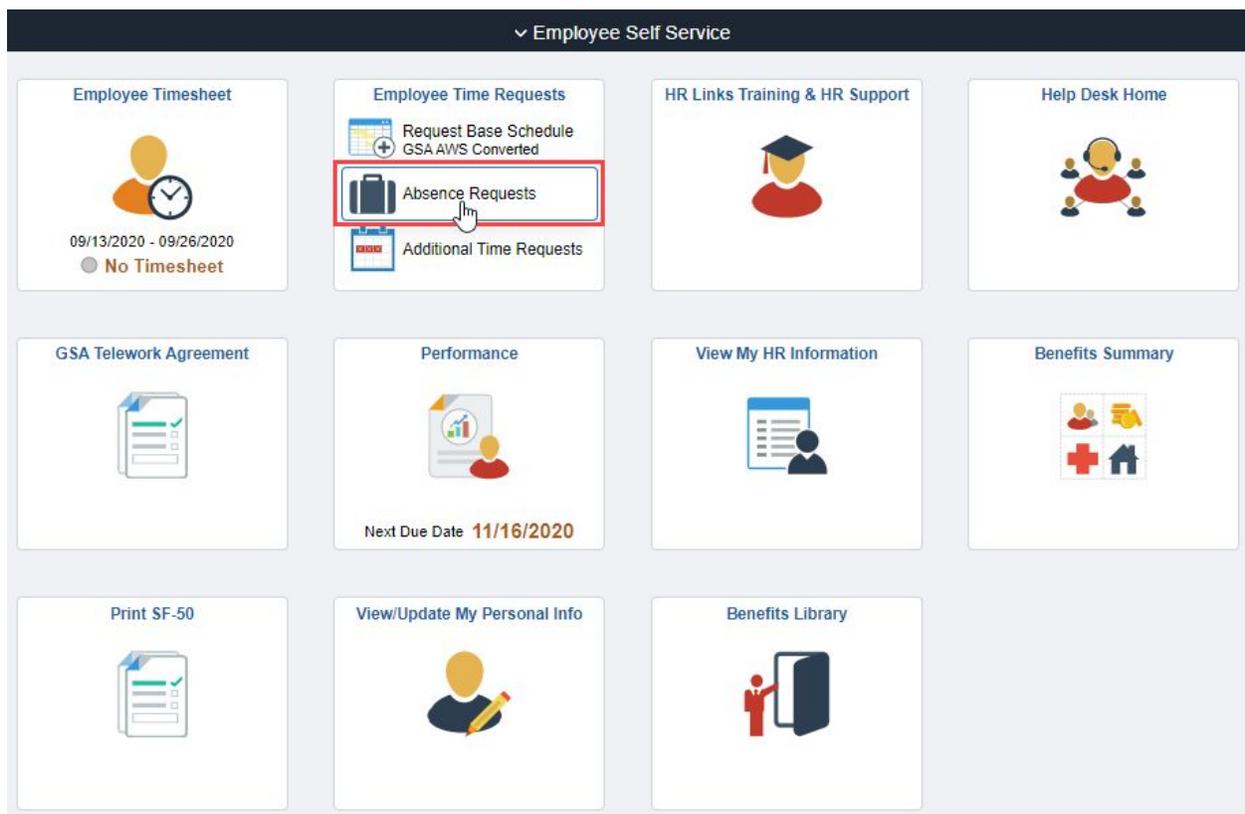


Emergency Sick Leave (Employee)

Follow this job aid to learn how to submit Emergency (paid) Sick Leave in HR Links.

Repeat title name here

1. Select the **Absence Request** tile from the Employee Self Service homepage.





2. Select **Request Sick Leave** under **Sick Leave Balance**.

Employee Self Service > Time > Absence

REQUEST ABSENCE

Annual Leave Balance
302 Hours
[REQUEST ANNUAL LEAVE](#)

Sick Leave Balance
456.5 Hours
[REQUEST SICK LEAVE](#)

① The current balance does not reflect requests that have been processed after 05/26/2018.

Absence Request History

ABSENCE TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/26/2020 | END DATE: 01/22/2021

Date	Absence Type	Duration	Status
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3. Select one of the three **Emergency Sick Leave** options under the **Absence Type** dropdown.

Employee Self Service > Time > Absence > Request Absence

ABSENCE TYPE*

- Sick Leave
- Comp Time Used / FMLA- Family
- Comp Time Used / Volunteer
- Court Leave
- Credit Hours Used
- Credit Hours Used / FMLA-Emp
- Credit Hours Used / FMLA-Fmly
- Credit Hours Used / Volunteer
- DC Ntnl Grd Military Parades
- Disabled Veteran Leave
- Donated Leave / FMLA- Employee
- Donated Leave / FMLA- Family
- Donated Leave Used
- Emergency Duty - Military
- Emergency Paid FMLA LV-Cat 2
- Emergency Paid Sick Lv-Cat 1**
- Emergency Paid Sick Lv-Cat 2
- Home Leave

END DATE

MM/DD/YYYY

- Select the calendar icon  to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the corresponding fields.

INSTRUCTIONS

Emergency Leave Absences contain additional required fields. Enter your initials to indicate your understanding and completion of any additional requirements before submitting an emergency leave request.

Please select the **Emergency Leave Absences** link for additional information.

ABSENCE TYPE*

Emergency Paid Sick Lv-Cat 1

START DATE* **END DATE**

10/26/2020  10/26/2020 

« **October 2020** »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

MY PAY MAY BE IMPACTED*



5. After choosing start and end dates, the absence page defaults to **Full Days**.

- a. If you are requesting **Full Days**, simply select the Comments/History hyperlink and add any **Comments** in the Comments tab as necessary. The page will automatically calculate the total requested hours.
- b. If you are submitting a request for **Partial Days**, select **Partial Days**, put in the number of hours being requested either for all days or for the first and last day of absence. The page will automatically calculate the total requested hours.

Note: If only the **First Day** and/or **Last Day** of the absence will be partial days, a value must be added for each of them. The value **0** is not allowed for these days.

If selecting **All days are partial**, the same number of hours must be requested for all days in the period.

ABSENCE TYPE *
Emergency Paid Sick Lv-Cat 1

START DATE * 10/26/2020 **END DATE** 10/26/2020

CORRECT ABSENCE TYPE SELECTED * **MY PAY MAY BE IMPACTED ***

FULL DAYS **PARTIAL DAYS**

Requested Hours [Comments/History](#)

Month	Day
October	Mon 26
Scheduled	8
Holiday	0
Requested	8

Total Requested Hours: 8.0
Current Sick Leave Balance: 456.5



- Type your initials in the **Correct Absence Type Selected** and **My Pay May Be Impacted** fields and select **Submit**.

Note: You will receive an error message and you will not be able to submit the request if you do not type your initials in both fields.

INSTRUCTIONS

Emergency Leave Absences contain additional required fields. Enter your initials to indicate your understanding and completion of any additional requirements before submitting an emergency leave request.

Please select the [Emergency Leave Absences](#) link for additional information.

ABSENCE TYPE *

Emergency Paid Sick Lv-Cat 1

START DATE * 10/26/2020 **END DATE** 10/26/2020

CORRECT ABSENCE TYPE SELECTED * INT **MY PAY MAY BE IMPACTED *** INT

FULL DAYS PARTIAL DAYS

Requested Hours	Comments/History
October	Mon 26
Scheduled	8
Holiday	0
Requested	8

Total Requested Hours: 8.0
Current Sick Leave Balance: 456.5
The current balance does not reflect requests that have been processed after 05/26/2018.

BACK SUBMIT



- Once the absence request is submitted, you will see the status show up as **Submitted**.

Employee Self Service > Time > Absence

REQUEST ABSENCE

Annual Leave Balance
302 Hours
[REQUEST ANNUAL LEAVE](#)

Sick Leave Balance
456.5 Hours
[REQUEST SICK LEAVE](#)

① The current balance does not reflect requests that have been processed after 05/26/2018.

Absence Request History

ABSENCE TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/26/2020 | END DATE: 01/22/2021

Date	Absence Type	Duration	Status	
Monday October 26	Emergency Paid Sick Lv-Cat 1	8 Hours	Submitted	VIEW/EDIT CANCEL

- Once your supervisor approves your absence request, the status will change from **Submitted** to **Approved**. *You are all set!*

Employee Self Service > Time > Absence

REQUEST ABSENCE

Annual Leave Balance
302 Hours
[REQUEST ANNUAL LEAVE](#)

Sick Leave Balance
456.5 Hours
[REQUEST SICK LEAVE](#)

① The current balance does not reflect requests that have been processed after 05/26/2018.

Absence Request History

ABSENCE TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/26/2020 | END DATE: 01/22/2021

Date	Absence Type	Duration	Status	
Monday October 26	Emergency Paid Sick Lv-Cat 1	8 Hours	Approved	VIEW/EDIT CANCEL



Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)