Leave Request Process

```
                    ┌──────────┐                                                                    ┌─────────────────┐
                    │  Start   │                                                                    │  Approval email │
                    └────┬─────┘                                                                    │ sent to employee│
                         │                                                                          └─────────────────┘
                         ▼
┌──────────────────┐          ┌──────────────────┐            ┌──────────────────┐                 ┌─────────────────────┐
│ Submit leave     │          │  Administrator   │  Approved  │ Business office  │                 │ Business office enters│
│ request in Web   │─────────▶│ approves or      │───────────▶│ approves or      │                 │ leave in spreadsheet  │
│ Link             │          │ denies request   │            │ denies request   │    Approved     │ for data entry into   │
└────────┬─────────┘          └──────────────────┘            └──────────────────┘                 │ Time Clock Plus       │
         │                         │        Denied                                                  └─────────────────────┘
         │                                                                                                    │
         ▼                         ▼                          Denied                                          ▼
┌──────────────────┐          ┌──────────────────┐                                                 ┌─────────────────┐
│ If no approval   │          │ Denial email sent│                                                 │ Business office │
│ or denial 2 days │          │ to employee.     │                                                 │ emails secretary│
│ prior to         │          └──────────────────┘                                                 └─────────────────┘
│ requested leave, │                                                                                 │            │
│ talk to          │                                                                                 ▼            ▼
│ administrator and│                                                          ┌─────────────────┐  ┌─────────────────┐
│ business office  │                                                          │ Secretary enters│  │ Secretary       │
└──────────────────┘                                                          │ leave into      │  │ arranges for a  │
                                                                              │ calendar        │  │ substitute      │
                                                                              └─────────────────┘  └─────────────────┘
```
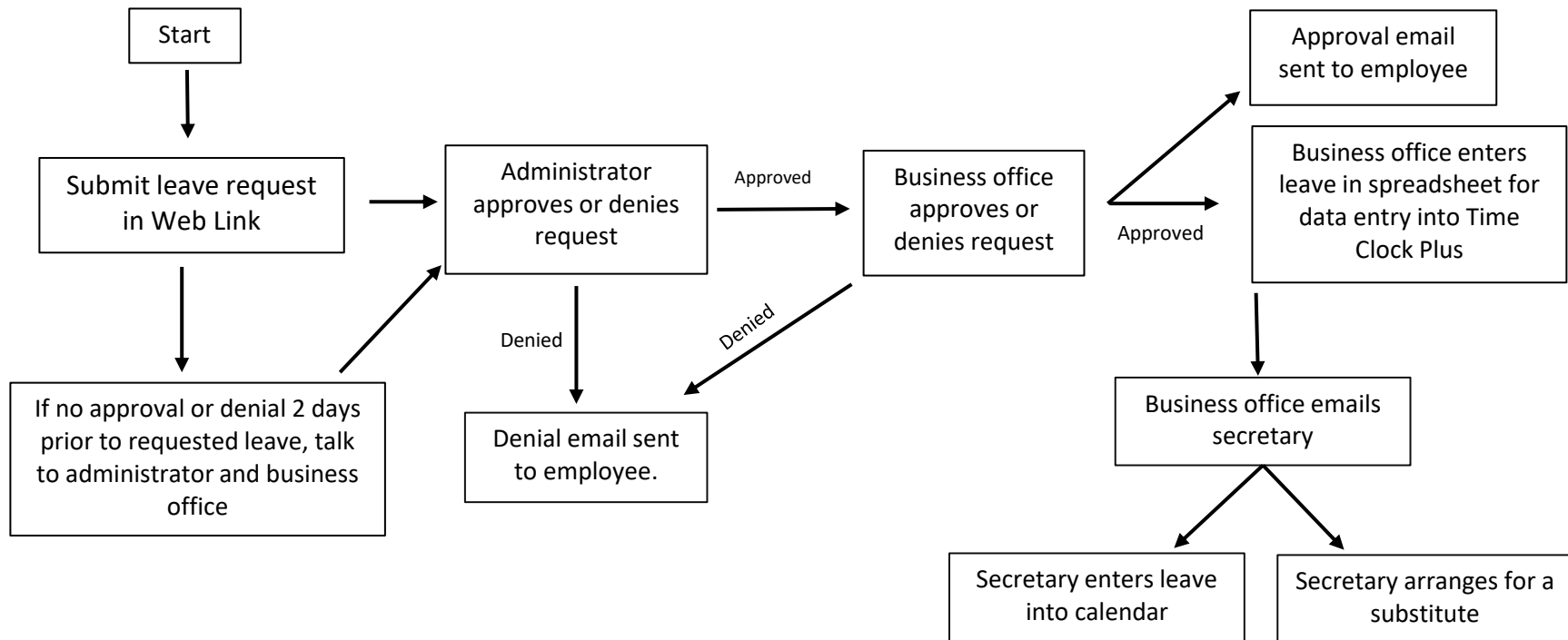
*NOTE: If you are submitting a leave request needing an immediate response, please contact your administrator and the business office.