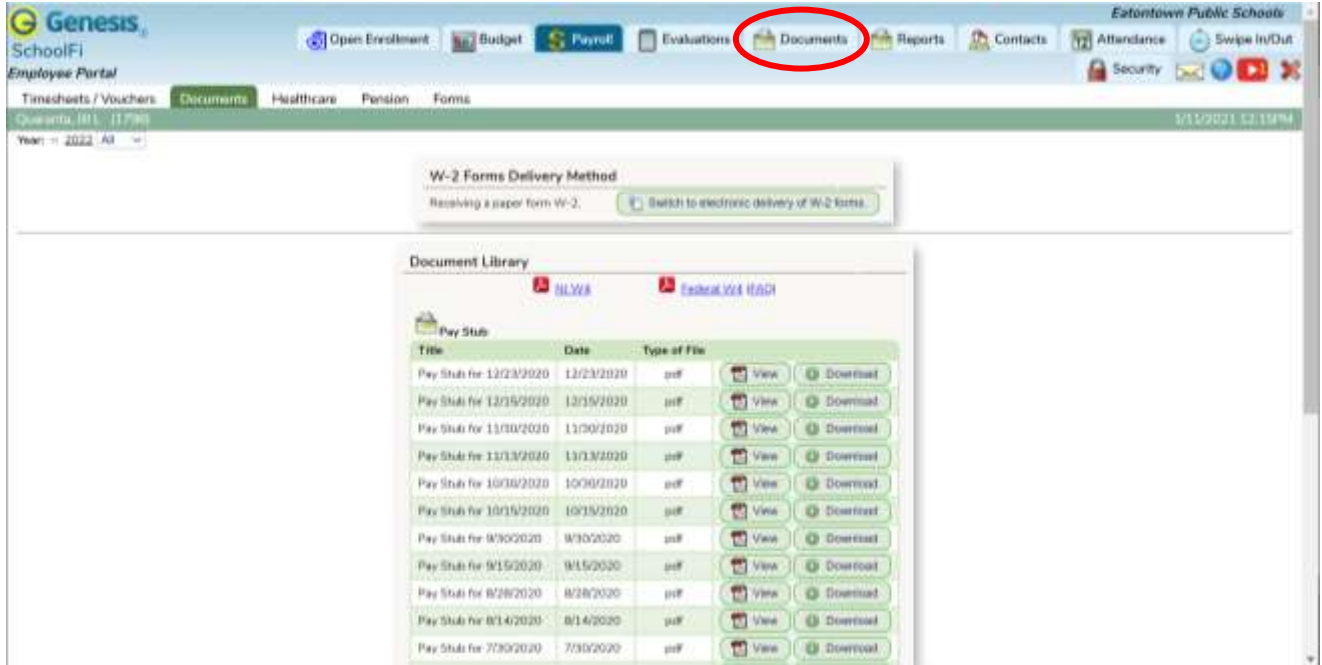
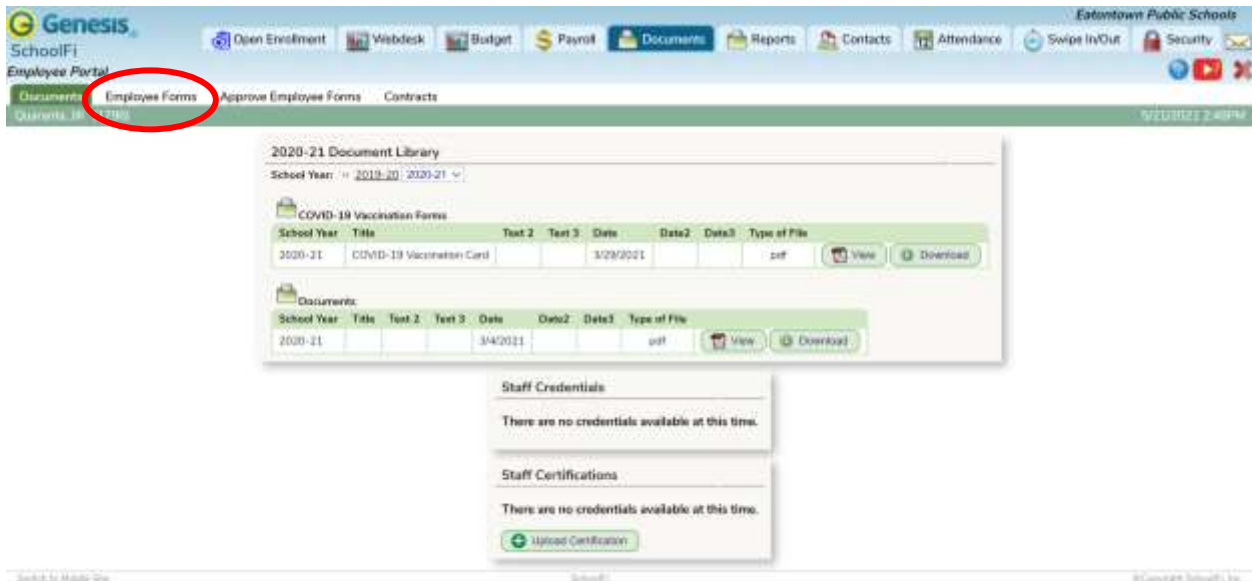


COMPLETING THE ABSENCE REQUEST FORM

Log in to your Genesis Employee Portal, then find and click on the **Documents** tab at the top of your screen.



Find and click on the **Employee Forms** tab to access your Employee Forms.



Click on the **Employee Forms** tab again to access the Employee Forms folder.



Find the **Absence Request Form** in the list of forms available to you, and click on the **Fill Form...** button.



Choose a **Location** from the dropdown box at the top of the screen.

Absence Request Form

*For Location:

Full Name

What is your position, grade, or special subject?

Please enter the date of the first day of your requested absence. If you are only requesting one day, please enter the date here.

Please enter the date of the last day of your requested absence. If you are only requesting one day, please leave this field blank.

Please choose the Time of Day of your requested absence

Please choose which school/department you are requesting the absence from.

Are you scheduled to work in any other buildings during this absence? Check all that apply.

Memorial (MMS) Margaret L. Vetter (VES) Woodmere (WES) Meadowbrook (MES) No other buildings

Is a substitute required? Yes No

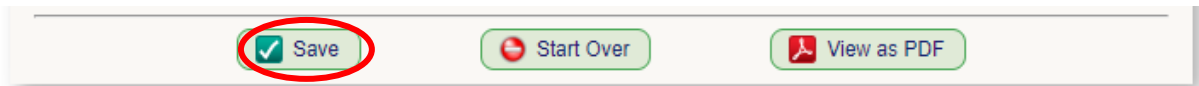
Reason for Absence

Additional comments

Check this box if this is an emergency request.

NOTE: Personal Business and Professional Leave requests must be submitted at least five (5) days prior to anticipated absence, except in case of emergency.

Continue filling in all fields in the form. If you are taking an absence that will last multiple days, please enter the **first** day of your absence in the first Date box. Enter the **last** date of your absence in the second Date box.



Be sure to click the **Save** button at the bottom of the screen **BEFORE** you click the **Sign and Submit Form** button.



To submit the form, click the **Sign and Submit Form** button at the bottom of the screen.

Please Note:

Forms will appear under the Waiting for Approval status in your Employee Portal until they have been approved by both the Principal/Supervisor and the Superintendent, and the absence has been entered into your Employee Attendance screen.

You may only fill out one form per day, so if you need to submit more than one form for separate absences, you will have to wait until the next day to submit a second form.