

Purpose

Use this procedure to create a leave request for Holiday Leave in the My Leave Requests tile of EASE.

Prerequisites

Know the dates and hours of holiday leave time

Menu Path

Enter the following URL address in the web browser of your computer, laptop or mobile device:

https://ease.arkansas.gov/

Tips and Tricks

- Not completing your current pay period Leave Request could result in payroll errors and nonpayment.
- Enter the appropriate Absence Type in your Leave Request, e.g. Holiday Leave.
- Leave time is used in 15 minute increments.

9/30/2016 1/13



i utoriai

Procedure

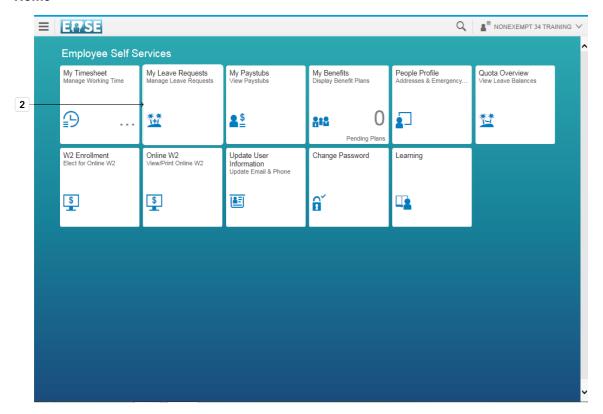
1. Start the task from the EASE home page.

9/30/2016 2/13



Tutorial

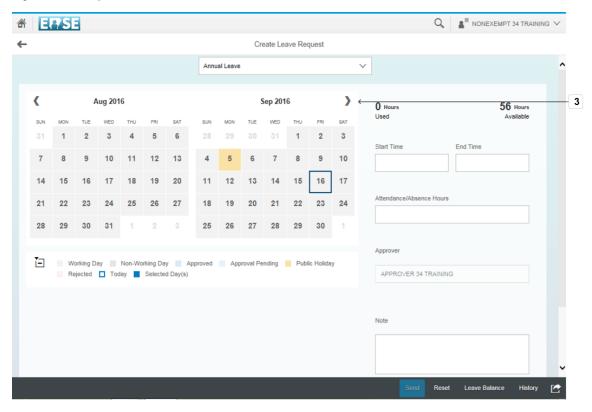
Home



2. Click My Leave Requests.

9/30/2016 3/13

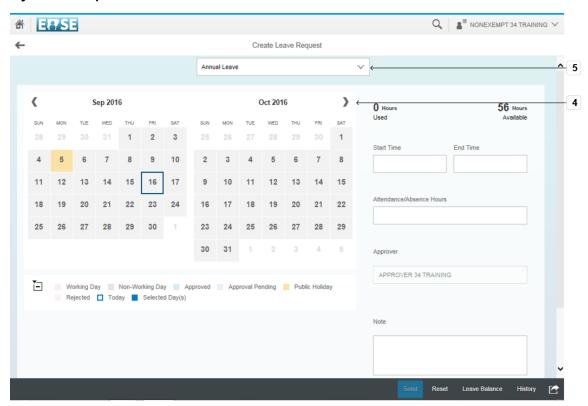




3. Click the **navigation arrow** button.

9/30/2016 4/13

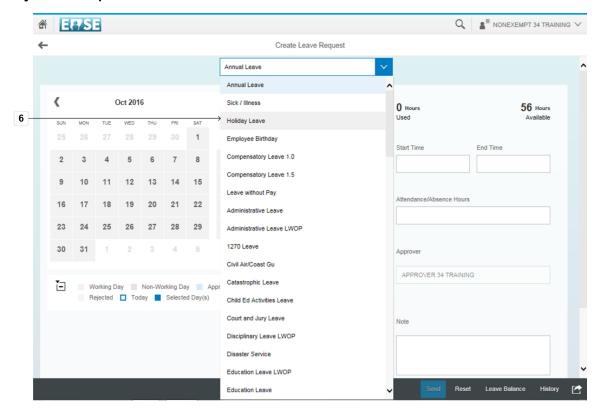




- **4.** Click the **navigation arrow** button.
- **5.** Click the **Absence Type** drop-down button.

9/30/2016 5/13





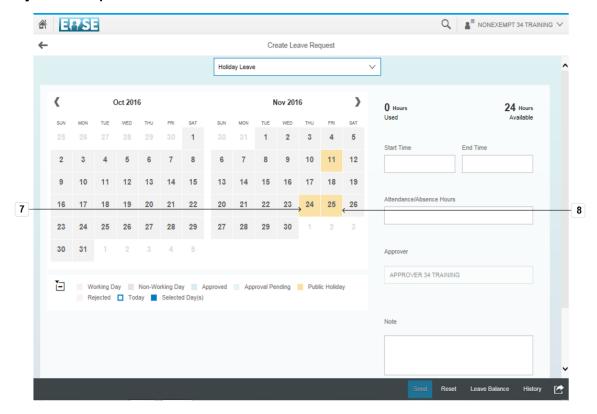
6. Click the Holiday Leave list item.



Non-Exempt employees create leave requests for Holiday Leave in order to get paid for that holiday, whereas, Exempt employees exclude the Holiday from leave requests.

9/30/2016 6/13

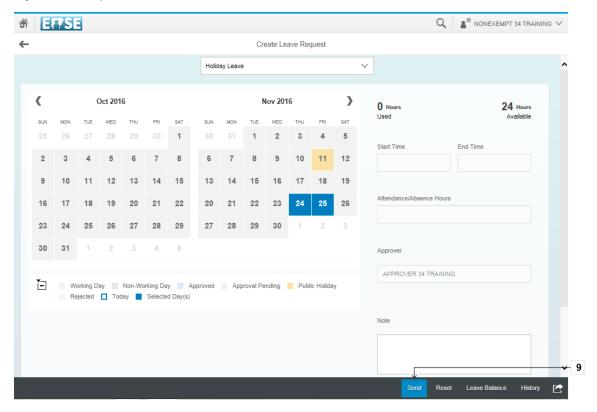




- 7. Click the holiday date(s).
- 8. Click the holiday date(s).

9/30/2016 7/13



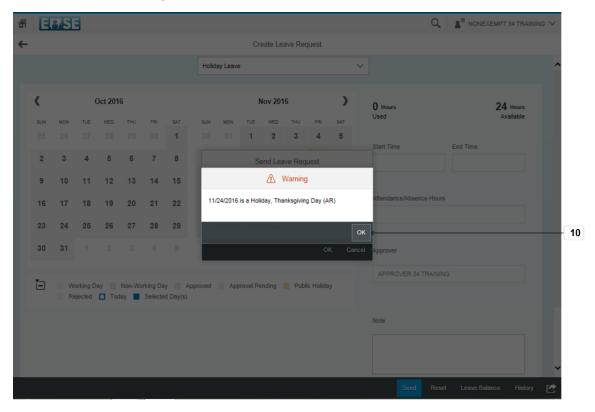


9. Click the **Send** button.

9/30/2016 8/13



Header Send Leave Request

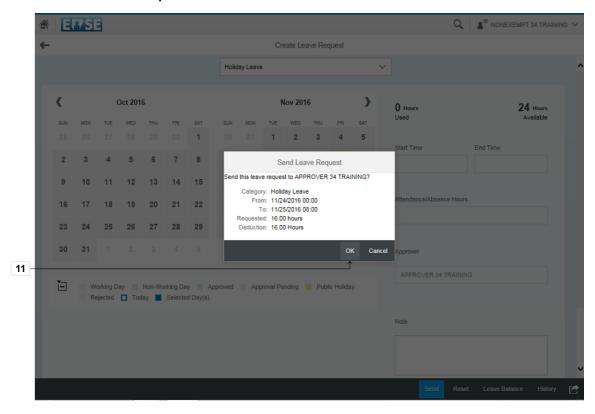


10. Click the **OK** button.

9/30/2016 9/13



Header Send Leave Request



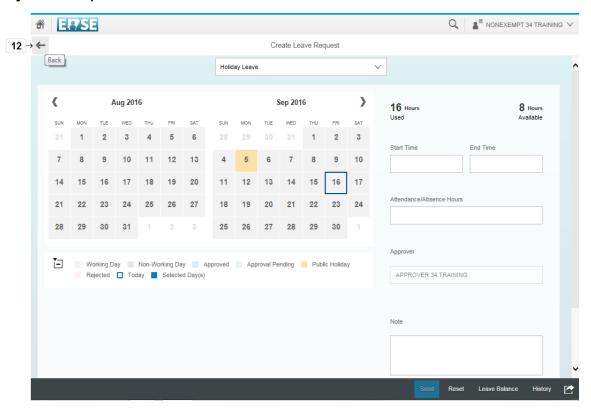
11. Click the **OK** button.



Employees receive e-mail notifications in their Microsoft Outlook account when their leave request is approved or rejected.

9/30/2016 10/13





12. Click in the **Back** button.

9/30/2016 11/13



Summary

You have successfully created a leave request for holiday leave using EASE.

9/30/2016 12/13



Next Steps

Log Out of EASE.

9/30/2016 13/13