

How to Request Leave & Absence

(Vacation, Sick Leave, etc.)

When to Request Leave:

You can use **Request Leave** to both request an upcoming leave or to report leave already taken. Both are done through the **Request Absence** tile.

- Request leave in advance when possible
- Please report any leave taken within the pay period (1st to 15th of the month and 16th to end of the month)
- Leave requests must be made in accordance with the applicable terms of the collective bargaining agreement
- Leave requests do not replace the need to stay in touch with your division administrator and administrative assistant
- Please contact the division office directly. Each division may have different practices based on their program needs.
 - If the requested absence will need a substitute
 - When you're not sure how much leave to report

Proceed to ctclink Login Page:

1. Open a web browser and go to gateway.ctclink.us



Washington State Community and Technical Colleges

ctclink ID

Next

[Password Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

2. Enter your ctcLink ID and click **Next**. Enter your password and click **Verify**.



ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Next

[Password Help](#)



ctcLink

Enter Your Password

Password

Verify

[Back to sign in](#)

Employee Self Service:

3. Select **HCM Self-Service**



ctcLink My Institution View

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY™

Canvas

Student Homepage

Campus Solutions

CS Staff Homepage

HCM Self-Service

Financials Self-Service

Your Gateway to ctcLink

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

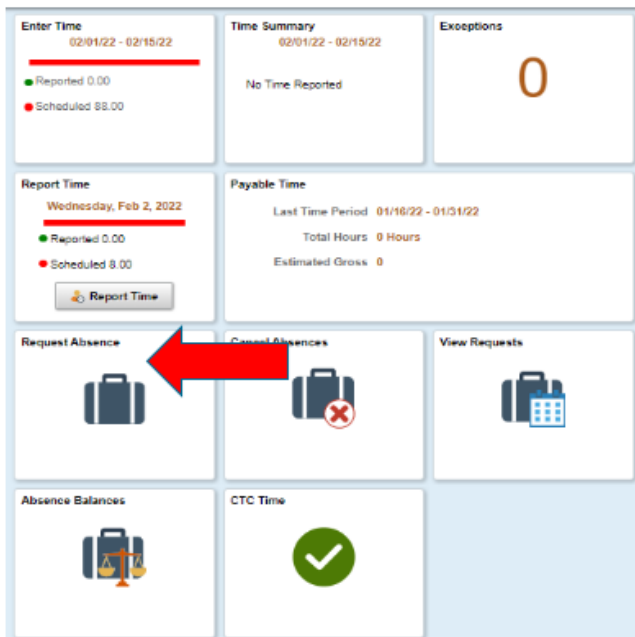
Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

Time Tile:

4. Select the **Time** tile



5. Select the **Request Absence** tile



Request Absence Page:

6. The **Request Absence** page will display

If you have multiple jobs, the drop down menu will appear. Select the appropriate job from the drop-down menu. If you do not have multiple jobs, the drop down menu will not appear.

Select **Absence Name** (common leave types: personal, sick, vacation, bereavement, etc.) from the drop-down menu. Optionally, you can also select an **Absence Reason**.

Absence Reason is not required unless requesting Family Medical Leave (FMLA) or Paid FML.

Note: If the Absence has to do with FMLA, the **Absence Reason** is required.

*Absence Name

- 260 Personal Leave
- 260 Sick Leave
- 260 Vacation Leave
- CTC Bereavement Leave
- CTC Civil/Jury Duty
- CTC Furlough Take
- CTC Leave w/o Pay
- CTC Leave w/o Pay Cyclic
- CTC Military Leave w/ Pay

Select Absence Name

Select Duration:

7. Select a **Start Date** and an **End Date**

Based on the start and end date, the Duration will dynamically generate

Changing the Absence Name will clear the detailed information associated.

Reason

*Start Date

End Date

Duration Hours

Partial Days

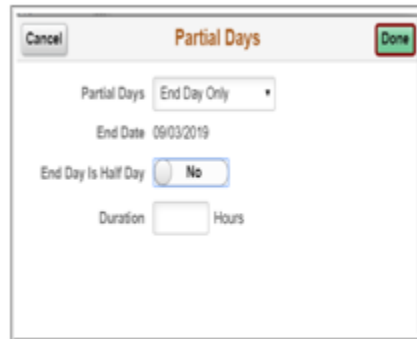
Comments

Partial Day Absence:

8. The **Absence Request Entry** page will display.

For **partial day (less than 6 hours)** off requests, follow steps below.

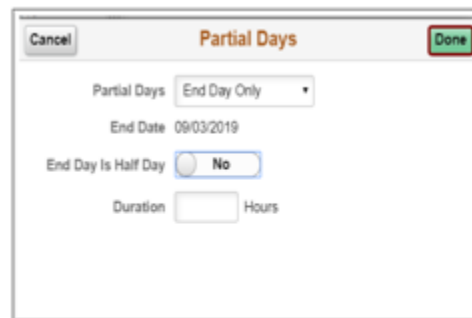
- In the **Reason** drop-down menu, select the appropriate reason.
- Select the correct **Start** date
- Select the correct **End** date
- You may type an explanation for the leave request in the **Comments** box. This is not a required field. Recommendation: use this comment field to make any notes.
- Click on **None** next to Partial Days, a **Partial Days** pop-up will appear
- Select **All Days** from the drop-down menu
- For half day, leave the **All Days are Half Days** toggle on **yes**
- For less than half days, toggle to **No**, and type the number of hours needed
- Click **Done**



Additional Notes:

If **Partial Days** is chosen the user must Indicate:

- Is the End Day a Half Day? (Yes or No)
- If the answer is no, then how many hours is the partial day absence for? (Duration in hours)
- Select the Done button to return to the Request Absence page



Comments are available for the employee and are Optional

Note: Comments cannot be deleted from the system and are considered public records

Partial Days Drop Down Menu:

- No:** no part of the absence is a partial day
- End Day Only:** the last day of the absence is a partial day
- Start Day Only:** the first day of the absence is a partial day
- Start and End Days:** both the start and the end days of the absence are partial days
- All Days:** every day of the absence is a partial day

Submit Request:

9. Once you have entered all your time off requests, click on the **Submit** button on the upper right-hand corner then select **Yes**. This status will change to submitted.

Changing the Absence Name will clear the detailed information associated.

Absence Name:

Reason:

*Start Date:

End Date:

Duration: Hours

Partial Days:

Comments:

Balance Information

As Of 01/16/2022 124.50 Hours**

[View Balance](#)

[View Requests](#)

