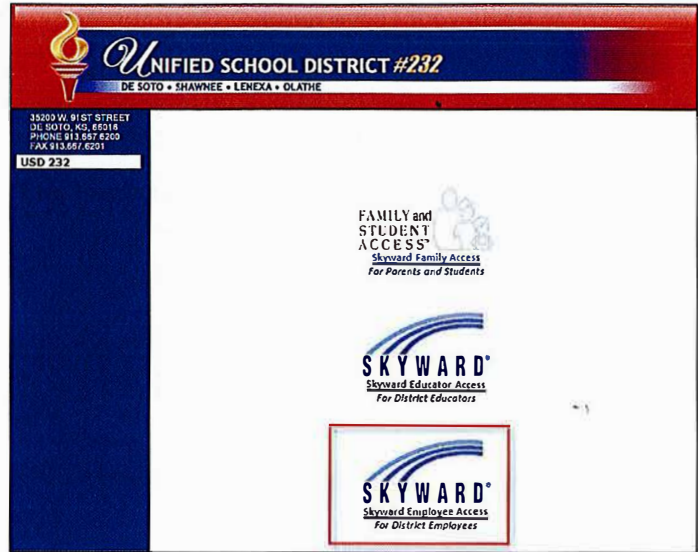# Certified Staff Blockout/Discretionary Leave Request

To request Blockout/Discretionary Leave login to Employee Access
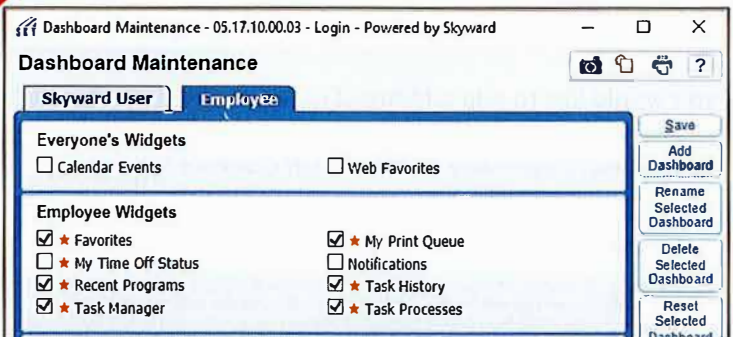
From the Employee Access area confirm that you have enabled the following widgets:

- Task Processes – this allows you to create a new request
- Task Manager – this allows you to see where in the process the task is
- Task History – this shows your completed requests
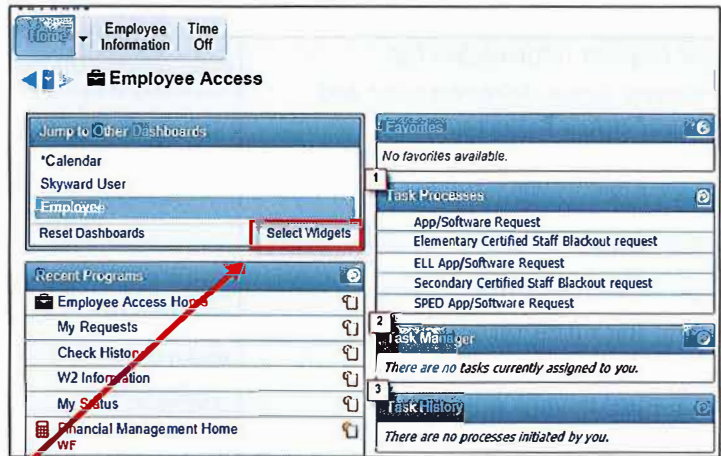
If they are not enabled, click the **Select Widgets** option and click the box to enable. Click **Save.**

Click the appropriate request (Elementary or Secondary). Please be sure to choose the correct level as this is how it is sent to the appropriate HR Manager.

Certified Staff Blockout/Discretionary Leave Request

Click "Open" to begin your Leave request. Once complete, click Save or Save and Print. After completing the request form, you may add notes or attachments by clicking the corresponding button on the right side of this screen. Once you have added notes or attachments or are ready to submit the form to your supervisor please click the "Choose Next Task" option on the right side of this screen.

Enter request information for Employee. Leave Administrator and Business Office fields blank.

Choose one:

- Save
- Save and Print
- Back (this takes you back to the beginning screen and doesn't retain your request)

If you would like to add additional notes or attachments, click the corresponding link.

Once you have added notes or attachments and are ready to submit the form to your supervisor please click the **Choose Next Task** option. This will send notification to your supervisor that they have a request to review.