

Absence Request

Self Service Users Guide

Types of Absences

The following types of absences can be submitted via Direct Access:

1. Leave Inside Continental US:

- INCONUS leave is the authorized absence of an individual from a place of duty within the continental U.S., chargeable against such individual in accordance with applicable law.

2. Leave Outside Continental US:

- OUTCONUS leave is the authorized absence of an individual from a place of duty outside of the continental U.S., chargeable against such individual in accordance with applicable law.

Note: Special liberty and INCONUS/OUTCONUS leave cannot not be combined to permit continuous absence from the duty station. A member may not be on leave, immediately return to liberty status, then immediately resume leave status.

3. Sick Leave:

- Sick leave is not chargeable as leave, but all periods will be reported.

4. Adoption Leave:

- Adoption leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- Up to 21 days per calendar year can be authorized to attend to associated family needs immediately following the adoption of a child.
- Shall be used consecutively and may be used in conjunction with regular INCONUS/OUTCONUS leave.
- In the event that two members of the Commissioned Corps who are married to each other adopt a child in a qualifying child adoption, only one such member shall be allowed adoption leave.
- Adoption leave is not authorized when the child already lives with the parent(s), such as foster child adoption or when one parent is the natural parent and the other is a stepparent.

5. Paternity Leave:

- Paternity leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- A married member on active duty, whose wife gives birth to a child, is entitled to 10 days of paternity leave to be used in connection with the birth of the child.
- Paternity leave shall be used consecutively and may be used in conjunction with regular INCONUS/OUTCONUS leave.
- Paternity leave cannot be combined with special liberty to permit continuous absence from duty station.

6. Maternity Leave:

- Maternity leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- Any female member may be granted up to 42 consecutive days (56 consecutive days if Caesarean section) beginning the day following the day of hospital discharge, not the day of delivery.

7. Post Deployment Mobilization Respite Absence (PDMRA):

Note: PDMRA is analogous to PHS Post-Deployment Respite Absence (PDRA).

- PDRA is authorized for a Corps officer who deploys in support of response operations or contingencies for 14 or more consecutive days away from their PDS and outside of their PDS catchment/normal commuting area (usually 50 mile radius of PDS). Actions and activities that are within the normal scope of an officer's billet description are exempted from PDRA.
- PDRA must start within 48 hours upon return to the catchment area of his/her PDS, or on a non-duty day (e.g. Saturday, Holiday etc.), and used consecutively. The officer need not physically report to his/her duty station prior to taking PDRA; however, authorization is still required.

VERY IMPORTANT: Absence Requests shall not be used for regular leave taken in conjunction with PCS transfer as that time will be requested and approved through that specific process and entered into Direct Access as part of that transaction by CC HQ.

Absence Request Eligibility

The chart provided below represents absences that are chargeable against a member's leave balance.

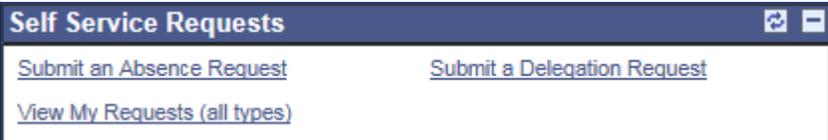
| Type of Absence | Updates Leave Balance |
|-----------------------------|-----------------------|
| Leave Inside Continental US | Y |

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|------------------------------|---|
| Leave Outside Continental US | Y |
| Sick Leave | N |
| Adoption Leave | N |
| Paternity Leave | N |
| Maternity Leave | N |
| PDMRA | N |

Member - How to Submit an Absence Request

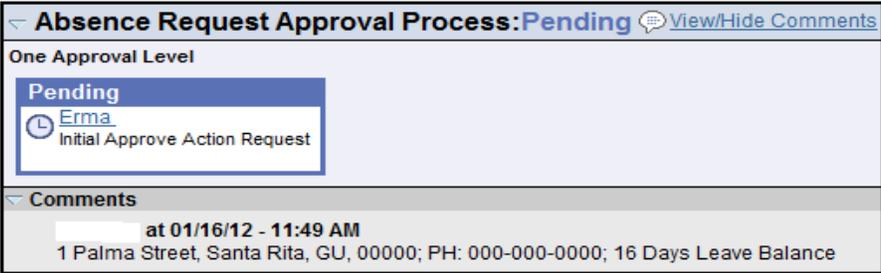
The member will take the following action to submit an Absence Request in Direct Access:

Very Important: If your supervisor is NOT in Direct Access as an Absence Request Approving Official use the procedure outlined in Step 8 below to upload an email, PHS-1345 form or other supporting approval documentation indicating to your Absence Request Approving Official that the absence has been authorized locally.

| Step | Action |
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| 1 | Log into Direct Access. |
| 2 | Click on the Request Link (upper left corner of the portal page). |
| 3 | Click on the Submit an Absence Request link.  |
| 4 | Select Absence Type. One of the following absence types must be selected. <ul style="list-style-type: none"> • Leave Outside Continental US • Leave Inside Continental US • Sick Leave • Adoption Leave • Paternity Leave • Maternity Leave • Post Deployment Mobilization Respite Absence (PDMRA) |
| 5 | Enter the first full day of absence within the Begin Date field. Begin Date: <input type="text" value="03/12/2012"/>  |
| 6 | Enter the last full day of absence within the End Date field. End Date: <input type="text" value="03/16/2012"/>  Note: The dates entered within the Begin/End Date fields cannot overlap with |

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| | <p>another Absence Request. If it does, the system will not allow the Absence Request to be submitted.</p> |
| 7 | <p>Click the Get Details button. The system will then show the duration of the absence (number of days absence), which is based on what was entered in the absence begin/end dates.</p>  <p>Note: If for some reason this button is not pushed, the field will automatically be updated when the user submits the Absence Request.</p> |
| 8 | <p>The Absence Request page allows an attachment to be added such as e-mails, PHS-1345 forms, or other documents. If wanting to add an attachment to the Absence Request, click on the Add Attachment link (under Request Documents). If not wanting to add an attachment, skip to Step 13 below.</p> |
| 9 | <p>Click the Browse button.</p> |
| 10 | <p>Find the attachment and click the Open button.</p> |
| 11 | <p>Click the Upload button.</p> |
| 12 | <p>The attachment should show under Request Document. The icon just to the left of Request Document may need to be clicked for the attachment to show.</p>  <p>Note: If attachment needs to be removed, click the minus button on the attachment row.</p> |
| 13 | <p>Enter the following information in the comments block:</p> <ul style="list-style-type: none"> • Absence Address • Phone Number • Regular Leave Balance <p>Example:</p> <p>Comment: <input type="text" value="1 Palma Street, Santa Rita, GU, 00000; PH: 000-000-0000; 16 Days Leave Balance"/></p> |

Member - How to Submit an Absence Request, Continued

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| 14 | <p>Select the approving official. The approver must be the final approving authority for this requested absence. Make sure the approver's Employee ID is correct.</p> <p>Note: Make sure the person approving your request is not absent or otherwise unable to approve it.</p> <p>Approver: <input type="text" value="0000000"/>  Erma</p> |
| 15 | <p>Click the Submit Request button.</p> <p>An Absence Request Approval block should display, showing the Absence Request in a pending status, with the approver's name. It should also show in the comments block when the Absence Request was submitted and the information that was in the comments block.</p> <p>Absence Request Approval</p>  |

The system should have sent email notifications to the requester and the approver.

Example of the E-Mail notification that will be sent to the Requester

```
From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>
To: direct.a.user@uscg.mil
Sent: Wednesday, April 11, 2012 2:58 PM
Subject: Absence Request Routed for Approval
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Your absence request for Paternity Leave has been routed for approval.

Note: If these dates should change, it is your responsibility to notify the appropriate people.

To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.

Member - How to Submit an Absence Request, Continued

Note: For personnel that require interim levels of approval, the requester could forward the email up the chain. (The member would probably want to add the dates they are requesting to the email too.) When the final approver receives the email, they can approve the request. They can do this by logging into DA, selecting requests, and pulling up the requests pending approval...or, they can do it by clicking on the link in the email notification they received (below).

Example of the E-Mail notification that will be sent to the Approving Official:

From: UCGPHT5@corio.com [mailto:UCGPHT5@corio.com]
 Sent: Tuesday, April 10, 2012 9:13 AM
 To: Bungler, Dale CTR
 Subject: Absence Request

An absence request for Leave - INCONUS has been submitted to you for approval.

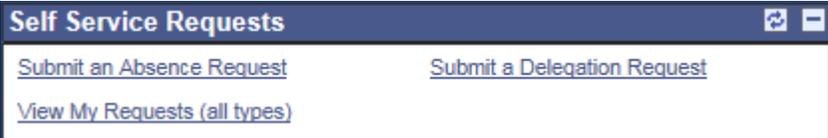
Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:

https://ep-test.direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&Action=U&EMPLID=1202729&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE_REQUEST&OPRID=1098957&SEQ_NUM5=8

Member - How to Access a Submitted Absence Request

The View My Absence Requests page allows the member to access all of the Absence Requests they have submitted. The member will follow the steps below to access their Absence Requests.

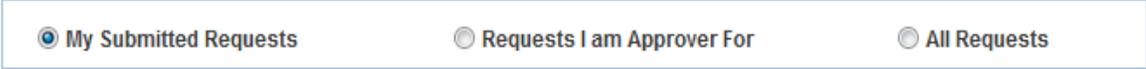
| Step | Action |
|------|---|
| 1 | Log into Direct Access. |
| 2 | Click on the Request Link (upper left corner of the portal page). |
| 3 | Click on the View My Requests (all types) link. |



The screenshot shows a window titled "Self Service Requests" with a dark blue header. Below the header, there are three links: "Submit an Absence Request", "Submit a Delegation Request", and "View My Requests (all types)". The "View My Requests (all types)" link is highlighted in blue.

Member - How to Access a Submitted Absence Request,

Continued

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| 4 | <p>The radio button 'My Submitted Requests' should already be clicked. This allows the member to view their Absence Requests.</p> <p>..</p> <div data-bbox="289 443 1435 512"></div> <p>The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny Absence Requests that have been submitted to them.</p> <p>The radio button 'All Requests', allows the approver to see Absence Requests that they have submitted and Absence Requests that have been submitted to them.</p> |
| 5 | <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted on the member that are in a pending status.</p> <div data-bbox="298 898 954 947"></div> <p>There are 5 statuses to choose from:</p> <ul style="list-style-type: none">• Pending – Absence Requests that have been submitted but not approved yet.• Approved – Absence Requests that have been approved.• Withdrawn – Absence Requests that were withdrawn by the member prior to it being approved. When this option is selected, the status of the Absence Request will show 'Terminated'.• Denied – Pending and Approved Absence Requests denied by the approver.• All Statuses – All of the above. <p>If the user wants to select one of the other statuses, click on the drop down and select it.</p> <p>There are two buttons on the page that allows the user to refresh the page or to populate the page.</p> <div data-bbox="315 1640 862 1682"></div> <ul style="list-style-type: none">• The Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission to Dates. <p>Note: the grid allows you to sort the information within it. Just click on any</p> |

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| | <p>one of the headers and the grid will sort it based off of the header shown.</p> <ul style="list-style-type: none"> The Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. |
| 6 | The Populate Grid button may need to be pushed to see all of the Absence Requests in a certain status or in all statuses. |
| 7 | <p>The Submission From Date and Submission To Date fields allow the user to view those Absence Requests that have been submitted within a specified date range. If the user wants to do this, just enter a date range in these fields and click the Populate Grid button.</p> <p>Note: The dates specified do not look at the absence Begin and End dates. It only looks at the submission date.</p> |
| 8 | <p>Click on the View Details link on the Absence Request row you want to view. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.</p> <p>View Details</p> |
| 9 | <p>Depending on what status the Absence Request is in will determine if the user can update the Absence Request or view it only.</p> <ul style="list-style-type: none"> If the Absence Request is in a pending or denied status, they can change it. This is discussed later in the guide. If the Absence Request is in an approved or terminated status, they can only view it. <p>To view another Absence Request, close the window that brought up the current request and repeat the steps above.</p> |

Member - How to Change a Pending or Denied Absence Request

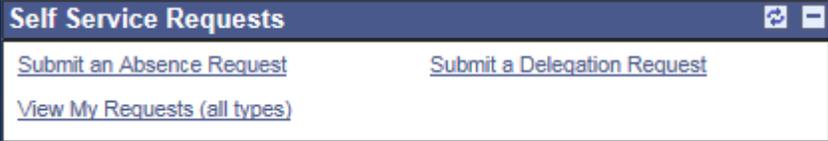
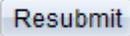
The member can make a change to their submitted Absence Request if it's in a pending or denied status.

Note: The member will know if their Absence Request has been approved or denied because they would have already received an email notification from the approving official stating such.

The member will follow the steps below to make a change to their pending or denied Absence Request.

| Step | Action |
|------|-------------------------|
| 1 | Log into Direct Access. |

Member - How to Change a Pending or Denied Absence Request, Continued

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|---|---|
| 2 | Click on the Request Link (upper left corner of the portal page). |
| 3 | <p>Click on the View My Requests (all types) link.</p>  |
| 4 | <p>The radio button 'My Submitted Requests' should already be clicked. This allows the member to view their Absence Requests.</p>  <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted on the member that are in a pending status.</p>  <p>If needing to change a denied request, change this field to show Denied and click the Populate Grid button.</p> <p>Click on the View Details link on the Absence Request row that needs to be changed. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.</p> |
| 5 | <p>At least one of the following fields will need to be changed:</p> <ul style="list-style-type: none"> • Type of Absence • Begin Date • End Date • Comments – A reason on why the Absence Request is being changed must be annotated within this block. |
| 6 | <p>Click the Resubmit button.</p>  <p>If changing a denied Absence Request, an email notification will be sent to the approver.</p> <p>Note: The denied request will stay in a denied status and a new Absence Request has been created (will be in a pending status).</p> |

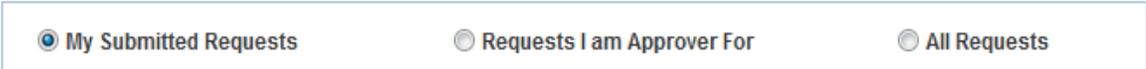
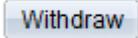
| | |
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| | <p>If changing a pending Absence Request, two email notifications will be sent.</p> <ul style="list-style-type: none"> • Withdraw Notification – An email will be sent to the approver saying that the original Absence Request has been withdrawn. • Submission Notification – An email will be sent to the approver saying that a new Absence Request has been submitted. <p>Note: The original pending Absence Request has been terminated and a new request has been created to show the change (will be in a pending status).</p> |
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Member - How to Withdraw a Pending Absence Request

The member can withdraw their submitted Absence Request if it's in a pending status.

Note: The member will know if their Absence Request has not been approved or denied because they would have already received an email notification from the approving official stating such.

The member will follow the steps below to withdraw their pending Absence Request.

| Step | Action |
|------|---|
| 1 | Log into Direct Access. |
| 2 | Click on the Request Link (upper left corner of the portal page). |
| 3 | Click on the View My Absence Requests link. |
| 4 | <p>The radio button 'My Submitted Requests' should already be clicked. This allows the member to view their Absence Requests.</p> <p>...</p>  <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted on the member that are in a pending status.</p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Click on the View Details link on the Absence Request row that needs to be withdrawn. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.</p> |
| 5 | <p>Click the Withdraw button.</p>  <p>A withdraw notification email will be sent to the approver saying that the original</p> |

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| Absence Request has been withdrawn. Note: The Absence Request will now be in a terminated status on the View My Absence Request page. |
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Absence Request – Withdrawn (email to Approver)

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| -----Original Message----- From: UCGPHT5@corio.com [mailto:UCGPHT5@corio.com] Sent: Wednesday, April 11, 2012 4:04 PM To: Bungler, Dale CTR Subject: Absence Request Withdrawn Eric Perez has withdrawn an Absence Request. No other action is required. |
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Member - If Absence Request is Submitted to Wrong Approving Official

If an Absence Request is submitted to the wrong approving official, the member may withdraw the pending request and then resubmit a new one. The approving official that shouldn't have received the request will receive a withdraw e-mail notification when the request is withdrawn.

As an alternative to withdrawing the request, the E-Mail notification sent to the *wrong* Approving Official can be forwarded to others in the organization (for leave approval). The hyperlink in the email can be used by the final approver to access the request in DA and take action to approve or deny it. From then on, only the person who approved or denied the request can access it using the link in the email. (The requester/member can still withdraw approved requests):

Example of the E-Mail notification that will be sent to the Approving Official:

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| From: UCGPHT5@corio.com [mailto:UCGPHT5@corio.com] Sent: Tuesday, April 10, 2012 9:13 AM To: Bungler, Dale CTR Subject: Absence Request An absence request for Leave - INCONUS has been submitted to you for approval. Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request: https://ep-test-direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?Page=CG_ACTN |
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_REQUEST&Action=U&EMPLID=1202729&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE
_REQUEST&OPRID=1098957&SEQ_NUM5=8