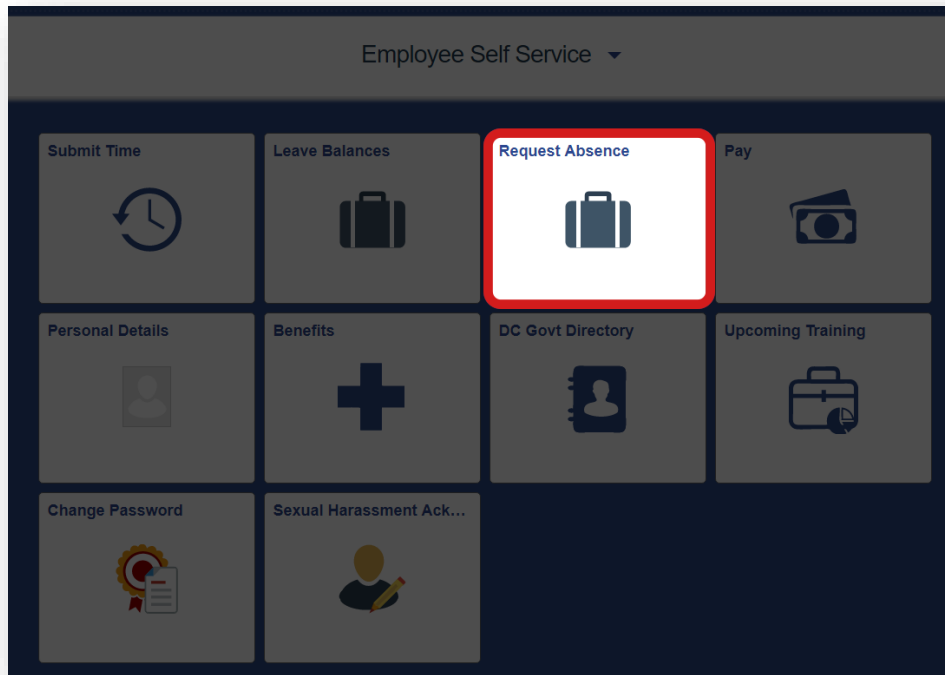# Attachment 1 –
PeopleSoft Procedures for Requesting and Reporting Sick Leave

[Begins on Next Page]

Requesting Sick Leave

1. Click the **Request Absence** button in PeopleSoft.

2. In the **Absence Type** dropdown menu, select **A-Sick Leave** if this is your first request for sick leave. If your first request was denied, and you are making a second request, select **B-Sick Leave 2ⁿᵈ Rqst**.

If you are requesting unscheduled leave, select the appropriate unscheduled leave category.

In the **Reason** dropdown menu, select the appropriate option that applies to you. Then, select the **Start Date** and **End Date** of when you wish to take leave.

3. Provide additional information about your leave request. In **Start Date – Start Time**, enter the specific time (e.g., 8:00 AM) that your leave will begin if approved. In **End Date – End Time**, enter the specific time that your leave will end. In **Total Hrs. of Absence**, enter the total number of hours of leave that you wish to use. If approved, this will be the number of hours that will be deducted from your accrued sick leave. Provide any additional information in the **Comments** field.
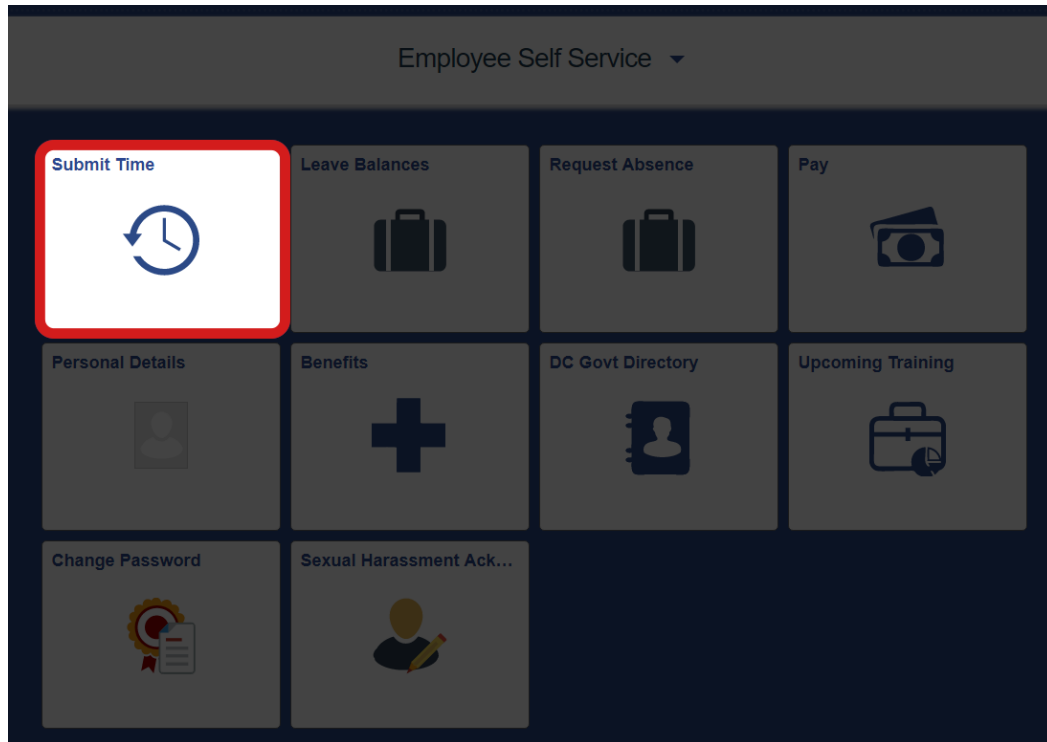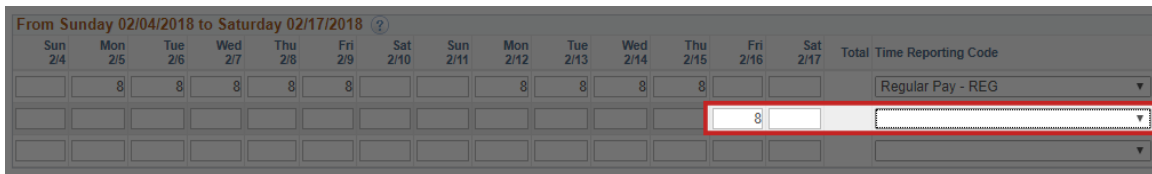

4. When you have completed all the appropriate fields, click **Submit**.

Procedure for Reporting Sick Leave

1. After receiving approval for leave, click **Submit Time** in PeopleSoft.

2. Enter the appropriate number of hours of leave taken for the pay period, and select the appropriate time reporting code as provided in Issuance 2018-##.

3. After entering the appropriate hours under the correct time reporting code, submit your timesheet as normal.

Sick Leave TRC Codes	
SLTS	**Sick Leave Scheduled:** Use for scheduled sick leave (leave requested and approved at least twenty-four (24) hours in advance).
SLT	**Sick Leave Unscheduled:** Use for unscheduled sick leave (leave that is not requested and approved at least twenty-four (24) hours in advance).
FMSS	**Family Sick Scheduled:** Use for sick leave taken as part of the D.C. FMLA program.