REQUESTING WEATHER AND SAFETY LEAVE IN ITAS

Weather and Safety Leave is requested in the form of excused absence. The following guide details how to request excused absence in ITAS.

STEPS TO REQUEST EXCUSED ABSENCE:

1. Click the Request Leave menu item
2. Select Other Types
3. Enter the Start Date
4. Select a Start Time*
5. Select an End Time or enter the Number of Hours*
6. Enter the total hours next to Excused Absence

7. Enter a comment if needed

8. Click the OK button

An email is automatically sent to the employee’s LAO and the employee each time a Leave Request is submitted.

For questions regarding Weather and Safety eligibility, contact workflex@mail.nih.gov.