REQUESTING EXCUSED ABSENCE IN ITAS

The following guide details how to request excused absence in ITAS. For questions regarding eligibility, contact workflex@mail.nih.gov.

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 appropriate comment(s).

**Commonly used codes:**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Comment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Dependent Care Responsibilities</td>
<td>Dependent Care</td>
</tr>
<tr>
<td>High Risk, instructed to quarantine, Tier III</td>
<td>Weather &amp; Safety Leave</td>
</tr>
<tr>
<td>To receive COVID-19 Vaccination</td>
<td>COVID-19 Vaccine</td>
</tr>
</tbody>
</table>

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.