

# 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](mailto:workflex@mail.nih.gov).

## STEPS TO REQUEST EXCUSED ABSENCE:

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- ▶ Request Leave
- ▶ Request Telework
- ▶ Certify Timecard
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty

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- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages

### Request Leave

A field with an asterisk (\*) before it is a required field.

\*Start Date:  End Date:

Leave Type:  Annual Leave  Sick Leave  Leave Without Pay  Other Types

For partial day leave only,  
Select the start time and enter the number of hours, or select the start and end times.

1. Click the Request Leave menu item
2. Select Other Types

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\*Start Date:  End Date:

For partial day leave only,  
Select the start time and enter the number of hours, or select the start and end times.

Start Time  
Hour:  Minute:  AM  PM

End Time  
Number of Hours:   
OR  
Hour:  Minute:  AM  PM

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[Calculate Hours](#)

3. Enter the Start Date
4. Select a Start Time
5. Select an End Time or enter the Number of Hours

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6. Enter the total hours next to Excused Absence

7. Enter appropriate comment(s).

Commonly used codes:

| Reason                              | Comment Code                         |
|-------------------------------------|--------------------------------------|
| For Dependent Care Responsibilities | Dependent Care                       |
| To Receive COVID-19 Booster Shot    | COVID-19 Booster                     |
| Family Member COVID-19 Vaccination  | COVID-19 Vaccine- Family             |
| COVID-19 Vaccine Side-Effects       | COVID-19 Vaccine Side-Effects        |
| Family Member Vaccine Side-Effects  | COVID-19 Family Vaccine Side-Effects |

8. Click the OK button

### New Request

| Leave type                 | Balance | Hours                            | Remark   |
|----------------------------|---------|----------------------------------|--|
| Annual Leave               | 264.0   | <input type="text" value="0.0"/> | Projected: 130.0   |
| Sick Leave                 | 128.0   | <input type="text" value="0.0"/> |  |
| Comp Time                  | 0.0     | <input type="text" value="0.0"/> |  |
| Religious Comp Time        |         | <input type="text" value="0.0"/> |  |
| Comp Time for Travel (CTT) | 0.0     | <input type="text" value="0.0"/> |  |
| Credit Hours               | 10.0    | <input type="text" value="0.0"/> |  |
| FMLA Leave                 | 480.0   |                                  |  |
| FMLA - Annual Leave        |         | <input type="text" value="0.0"/> | Birth of a child/care of a newborn <input type="button" value="v"/>  |
| FMLA - Sick Leave          |         | <input type="text" value="0.0"/> | Birth of a child/care of a newborn <input type="button" value="v"/>  |
| FMLA - LWOP                |         | <input type="text" value="0.0"/> | Birth of a child/care of a newborn <input type="button" value="v"/>  |
| Expanded FMLA (LWOP)       | 24.0    | <input type="text" value="0.0"/> | Elder Care <input type="button" value="v"/>                          |
| Family Friendly Leave      | 104.0   | <input type="text" value="0.0"/> | Care of family member - child birth <input type="button" value="v"/> |
| Military Funeral Leave     |         | <input type="text" value="0.0"/> |  |
| Excused Absence            |         | <input type="text" value="0.0"/> |  |
| Court Leave                |         | <input type="text" value="0.0"/> | Juror <input type="button" value="v"/>                               |
| Voting Leave               |         | <input type="text" value="0.0"/> |  |
| Bone Marrow Donor          | 56.0    | <input type="text" value="0.0"/> |  |
| Organ Donor                | 240.0   | <input type="text" value="0.0"/> |  |
| Preventive Health          | 4.0     | <input type="text" value="0.0"/> |  |
| Leave Without Pay          |         | <input type="text" value="0.0"/> |  |
| Leave Comments             |         |                                  |  |

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### Existing Leave Requests

There are no existing requests

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