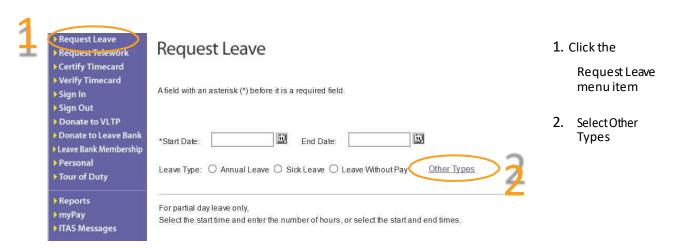


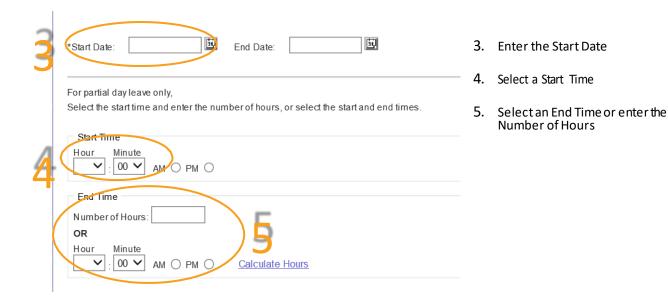


REQUESTING EXCUSED ABSENCE IN ITAS

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:





- 6. Enter the total hours next to Excused Absence
- 7. Enter appropriate comment(s).

Commonly used codes:

Reason	Comment Code	
To receive COVID-19 Vaccination	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	26 4.0	0.0	Projected: 130.0
	Sick Leave	128.0	0.0	
	Comp Time	0.0	0.0	
	Religious Comp Time		0.0	
	Comp Time for Travel (CTT)	0.0	0.0	
	Credit Hours	10.0	0.0	
	FMLALeave	480.0		
	FMLA-Annual Leave		0.0	Birth of a child/care of a newborn
	FMLA-Sidk Leave		0.0	Birth of a child/care of a newborn
	FMLA-LWOP		0.0	Birth of a child/care of a newborn
	Expanded FMLA (LWOP)	24.0	0.0	Elder Care
	FamilyFriendlyLeave	104.0	0.0	Care of family member - child birth
	Military Funeral Leave		0.0	
C	Excused Absence		0.0	
	CourtLeave		0.0	Juror
	Voting Leave		0.0	
	Bone Marrow Donor	56.0	0.0	
	Organ Donor	240.0	0.0	
	Preventive Health	4.0	0.0	
	Leave Without Fay		0.0	
	Leave Comments		7	
	Leave Comments			
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Existing Leave Requests



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