



How to Request Leave and Absences for Faculty

These instructions provide a quick guide for faculty on how to use the 'Leave Request' tool within ctcLink. With ctcLink, faculty now request and report their own leave within ctcLink, rather than having division support staff enter the information on their behalf.

Faculty will generally only use the time and labor functions ctcLink to request Leave. Faculty do not use the Employee Self-Service to report time worked.

When to Request Leave

You can use ctcLink Request Leave to both request an upcoming leave or to report leave already taken – both are done through the Request Absence tile.

- Request leave in advance in ctcLink when possible
- Please report any leave taken within the pay period (1st to 15th of the month, 16th to end of month)
- Leave requests must be made in accordance with the applicable terms of the collective bargaining agreement.

Keep Talking to Your Team

ctcLink Leave Requests do not replace the need to stay in touch with your unit administrator and division support team. Please contact the division office directly:

- If the requested absence will need a substitute
- When you're not sure how much leave to report

Each division may have different practices based on their program needs.

1. Sign into ctcLink at <https://gateway.ctclink.us/>

The screenshot shows the login interface for ctcLink. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. Underneath, there is a label "ctcLink ID" followed by a text input field. Below the input field is a large blue button labeled "Next". At the bottom left of the form area, there is a link labeled "Password Help".

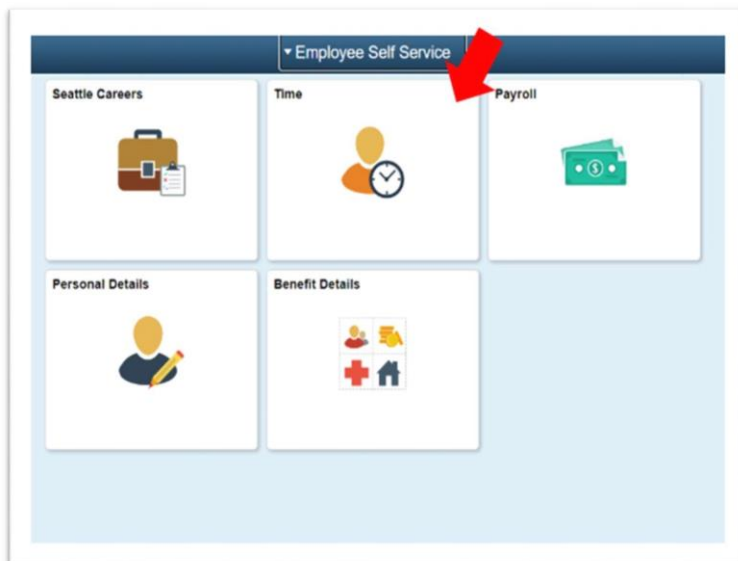
You will be brought to a screen to select a tile for SVC



1. Once signed in to your ctLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.

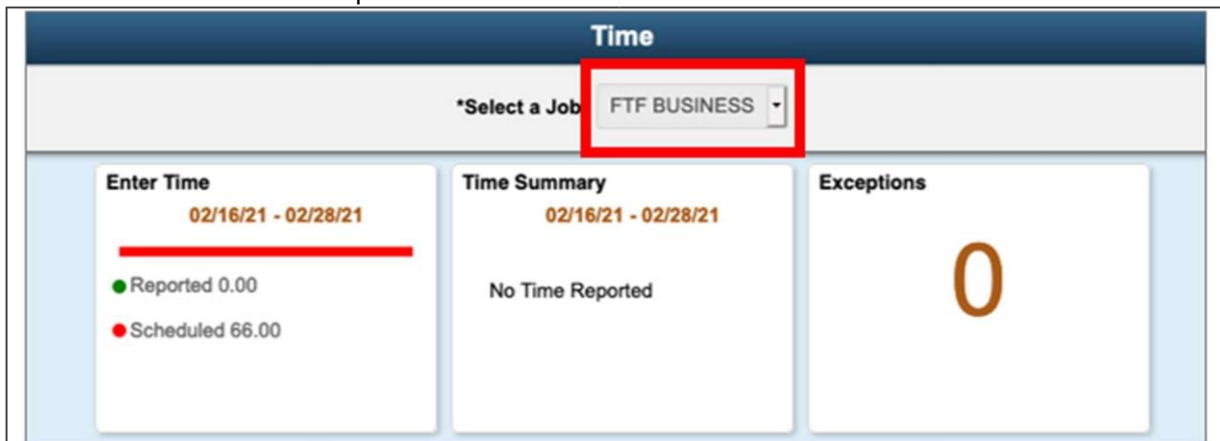


2. Select the "Time" Tile from your Employee Self Service page

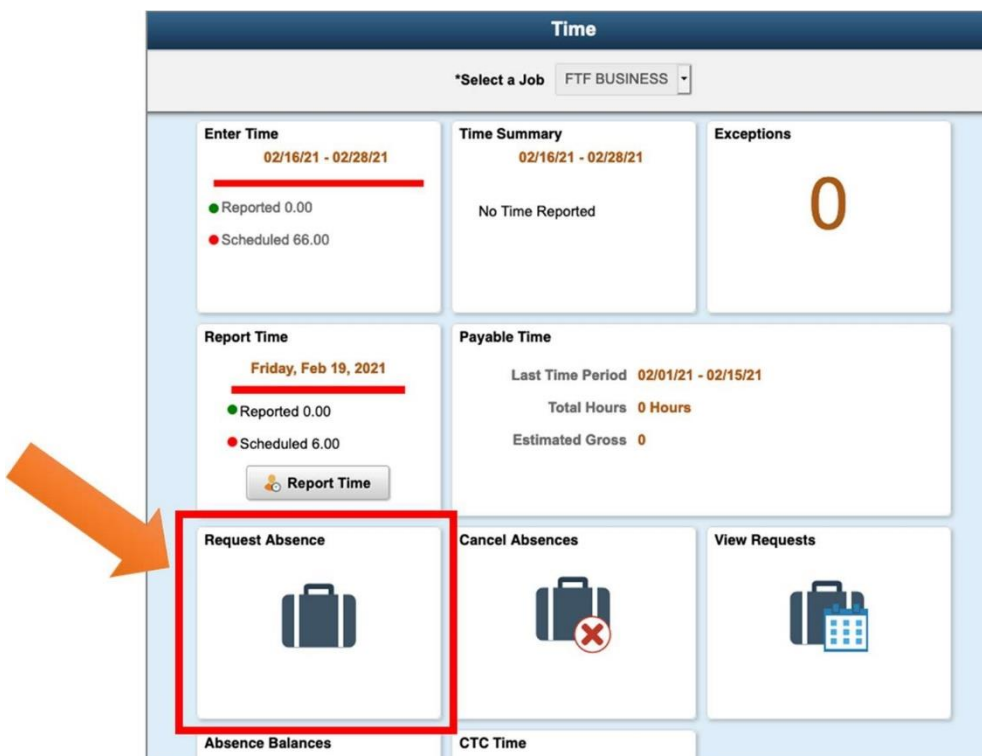


3. Select Job: At the top of the page, select the job for which you are requesting leaving. Your supervisor for that job will receive the leave request.

Example: A full-time instructor in the Art department has a moonlight assignment in the History department teaching Art History. Selecting the moonlight assignment or full-time assignment controls which department receives the leave request.



6. Request Absence: Click on the "Request Absence" Tile



7. Select Absence Type: You will be taken to the Absence Request Page. From the Drop Down, select the type of Absence you would like to request, then click submit.

Request Absence

*Job Title: FTF BUSINESS

*Absence Name: Select Absence Name

Submit

8. Select the type of leave you are requesting and click Submit

Request Absence

*Job Title: FTF BUSINESS

*Absence Name: 040 Personal Leave
040 Sick Leave
COVID-19 Absence Employee
COVID- 19 Family -2/3 rd Pay
CTC Leave w/o Pay
Emergency FMLA Expansion Take
✓ Select Absence Name

Submit

[Common Leave Request Types](#)

040 Personal Leave: This request is to use Personal Leave days.

040 Sick Leave: This request is to use normal Sick Leave.

Please reach out to your division office and/or college HR team if you have any questions about which type of leave to use.

10. Enter Dates & Time: You will be taken to the Absence Request Entry Page.

For full day off requests:

- a. In the “Reason” drop down, select the appropriate reason.
- b. Select the correct Start Date
- c. Select the correct End date
- d. You may type an explanation for the leave request in the “Comments” box. This is not a required field.
 - o Recommendation: Use this comment field to make any notes

For partial day off (less than 6 hours) requests, follow steps a through c above, then...

- e. Click on “None” next to Partial Days, a “Partial Days” pop-up will appear.
- f. Select “All Days” from the drop down menu
- g. For half day, leave the “All Days are Half Days” toggle on “yes”
- h. For less than half days, toggle to “No”, and type the number of hours needed, i. Click “Done”

*Instructors teaching part-time will always request a partial leave day.

Getting the Hours Right (Article 5.2.C)

Seattle Colleges faculty leave accrual (how much is earned each month) and leave usage (how much leave to use when requesting leave) is based on a 30/hr week, with each day considered 6 hours.

The formula for calculating the deduction for leave used is: Contact Hours of Leave Requested/Weekly Workload x 30.

		Program Weekly Workload				
		15	18	20	25	30
Hours Missed and Hours Reported as Leave	1	2 Hours	1 H., 40 Min.	1 H., 30 Min.	1 H., 10 Min.	1 H.
	2	4 H	3 H., 20 Min.	3 H.	2 H., 25 Min.	2 H.
	3	6 H	5 H.	4 H., 30 Min.	3 H., 35 Min	3 H.
	4	8 H	6 H., 40 Min.	6 H.	4 H., 50 Min.	4 H.
	5	10 H	8 H., 20 Min.	7 H., 30 Min.	6 H.	5 H.
	6	12 H	10 H.	9 H.	7 H., 10 Min.	6 H.

9. Submit Your Request: Once you have input all of your time off requests, select the Submit button on the upper right hand corner.

The screenshot shows a mobile application interface for requesting absence. At the top, there is a navigation bar with a back arrow, the title "Request Absence", and icons for home, search, and settings. A red arrow points to a green "Submit" button in the top right corner. The main form contains the following fields:

- *Absence Name: 060 Vacation Leave
- Reason: Select Absence Reason
- *Start Date: 01/04/2021
- End Date: 01/04/2021
- Duration: 2.50 Hours
- Partial Days: All Days
- Comments: (empty text area)

Below the form, there is a section titled "Balance Information" with the text "As Of 12/15/2020 108.00 Hours". At the bottom, there are two links: "View Balances" and "View Requests".

10. Your Absence request has now been submitted. Your supervisor will receive the leave request.