

EMPLOYEE SERVICE CENTER- EXTENDED LEAVE REQUEST



This document is to be utilized to submit an Extended Leave Request.

Note: if you have not registered for Employee Service Center, please do so by clicking Register.

1. Open **Chrome** and go to the **District website**.
Select the **Employees Tab** and click on the **Employee Service Center**.
 - a. Website: [Employee Service Center](#)
 - b. **Log in** with your Credentials.

2. Select the **Extended Leave Request**.
 - a. Click the **Add** button to create a new request.

3. Submit the following required fields:

- a. Expected Dates of leave
- b. Absence Reason
 - **Local Personal**
 - **Non Duty**
 - **State Personal**
- c. Leave Use Path
 - **Must select District Process**

4. Select the **Upload** button in Section 4 and **open the Extended Leave Request Details and** either of the following Family and Medical Leave Act (FMLA) documents:
 - a. [Extended Leave Request Details](#) (link also found in section 4)
 - b. [FMLA Medical Certification Form- Self](#) (link also found in section 2)
 - c. [FMLA Medical Certification Form- Family Member](#) (link also found in section 2)
 - **Important:** If the leave is for a family member, upload a document specifying the relationship (child, spouse, or parent)

Note: Be sure to read all sections carefully

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Note: **Skip** Section 5- FMLA Incident Number

Section 5 - FMLA Incident Number

FMLA Incident Request:

- You **MUST** check the box in Section 6- Required Signatures, you will not be able to continue through the request without doing so.

Section 6 - Required Signatures

I have read and understand the information on this form, including the impact my absence may have on my employee benefits and salary.

- Click **Save** once all items have been completed.
 - The status of your Request will show as **Entered**.

2 Records

Status

Entered

Note: You can only edit requests in the **Entered Status**, be sure to check all information is correct before moving to the next step.

- Select** the line item than click **Submit**.
 - Once the Request is submitted the status of your Request will change to Submitted to Approval

Request ID	Person ID	Last Name	First Name	Created Date	Status
		Doe	Jane	01-18-2023 11:39 AM	Entered
				01-17-2023 4:47 PM	

Status

Submitted for Approval

- If the Extended Leave Request is **Approved**, you will receive an email from Frontline stating the following:

New?	Notification	Notification Type	Message
NEW	01-17-2023 16:47	Extended Leave Request Approved Notification	Extended Leave Request Approved Notification Default Message: Leave Request Id: for employee Approver:
NEW	01-17-2023 16:47	Extended Leave Request	Extended Leave Request Default Message: Leave Request Id: Action:approved Status:Approved Next Approver:N/A

- The status of the Request will read **Approved**.

Status

Approved

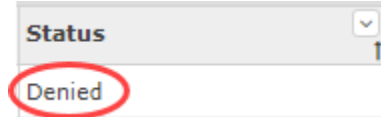
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9. If the Extended Leave Request is Denied, you will receive an email from Frontline stating the following:



New?	Notification	Notification Type	Message
NEW	01-18-2023 12:14	Extended Leave Request	Extended Leave Request Default Message: Leave Request Id: Action:denied Status:Denied Next Approver:N/A

a. The status of the Request will read Denied.



If you have any questions or need assistance regarding Extended Leave, please contact the Risk Management Department via email riskmanagement@eisd.net.

If you have any questions or need assistance regarding Employee Service Center, please contact the Training & Resources Department via email business.training@eisd.net.