



Editing an eLeave Request

College of Veterinary Medicine – Revised February 2012

1 **Locate the leave request** by logging into [eLeave](#). It will most likely be under “My Recent Requests” at the bottom of the Home page.

My Recent Requests

| Status | Date Created | Hours-Designation | Starting Date | Ending Date | Working Title | Action |
|----------|--------------|-------------------|---------------|-------------|--------------------|----------------------------|
| Approved | Jun 06 2011 | 6-VCT | 04/29/2011 | 04/29/2011 | Office Admin Assoc | View Leave |
| Approved | Jan 31 2011 | 6-SLT | 05/20/2011 | 05/20/2011 | Office Admin Assoc | View Leave |
| Approved | May 31 2011 | 3.5-SLT | 06/23/2011 | 06/23/2011 | Office Admin Assoc | View Leave |

You can also locate all leave you have submitted by using “Search” and your employee ID as a parameter.

2 **Select the leave request** that needs to be edited by clicking on “View Leave” from “My Recent Requests”.

If you used the search feature, you can select the leave request by clicking on your name from the search list.

| Starting Date | Ending Date | Working Title | Action |
|---------------|-------------|--------------------|----------------------------|
| 04/29/2011 | 04/29/2011 | Office Admin Assoc | View Leave |
| 05/20/2011 | 05/20/2011 | Office Admin Assoc | View Leave |
| 06/23/2011 | 06/23/2011 | Office Admin Assoc | View Leave |

3 **Check the leave request** to make sure you have the correct one open by looking at the “Leave Details”.

| Leave Details | | | |
|----------------|-------|-----------------------------|----------|
| Date | Hours | Leave Type | TRC Code |
| Thu-06/23/2011 | 6.0 | Sick, Illness/Injury (Self) | -SLT |

Total Hours Leave: 6.0

6 **Enter a comment** regarding why the request is going to be cancelled. Please note that comments are public record. They cannot be deleted and can be viewed by anyone.

7 Click “Delete” when you are ready. This will change the status to deleted and send an approval to your supervisor to approve the deletion.

Actions

Save For Later

Edit

Delete

Return To Home

Send Notification

Important eNote:

You can send notification to others such as faculty who are back-up users informing them that the request has been cancelled. Do this by first clicking on “Send Notification”, enter the email address or phone number of the person.