

ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS



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Create Leave Requests

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|                          | Start Date | End Date   | Start Time | End Time   | Leave Type          | Absence Reason      | Hours/Day Requested | Total Requested | Requester Comment       |
|--------------------------|------------|------------|------------|------------|---------------------|---------------------|---------------------|-----------------|-------------------------|
| <input type="checkbox"/> | 02-23-2017 | 02-23-2017 | 08 : 00 AM | 10 : 00 AM | 02 - LOCAL PERSONAL | ILLNESS OF EMPLOYEE | 2.000               | 2.000 HOURS     | <a href="#">Comment</a> |
| <input type="checkbox"/> |            |            | : AM       | : AM       |                     |                     | 0.000               | 0.000           | <a href="#">Comment</a> |



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