



## Create and submit a leave request



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Employee Access > Leave > Leave Requests

Include the short page introduction here.

Modify a record:


Select a student

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.


\*\*NOTE:

Other functions and features:



Delete a row.

Click to delete an account no longer being used. The row is shaded red to indicate that it will be deleted when the record is approved.

- If you no longer want to delete the account, click  again.
- The icon is not displayed on accounts that have pending changes unless the change itself is to delete the account.



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