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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