
Leave and Overtime Requests Frequently Asked Questions (Salaried)

1. Can all employees submit a leave request?

Yes. Any employee who is not in an OPS position and who accrues leave may submit a leave request for his or her manager's consideration.

2. Which type of an employee can submit an overtime request?

Any employee who is in an included position may submit a request to incur overtime for his or her manager's consideration.

3. How do I submit a leave request?

From the Quick Links section of the employee landing page, select the Leave and Overtime Request link. Once on the Leave and Overtime Request screen, select New on the top right-hand side. Enter the leave type you wish to use as the Request Type and be sure to fill in the required fields (marked with red asterisks) on the screen.

4. Do I have to submit an overtime request?

Each agency has the responsibility to establish its own overtime policies. Discuss with your supervisor or human resource office prior to incurring overtime or submitting an overtime request.

5. What types of leave do I need to submit a leave request for?

Follow your agency's leave and attendance policies. However, the leave types available for you to initiate a leave request include the following:

- 0031- ADMIN – JURY DUTY
- 0032- ADMIN – WITNESS
- 0033- ADMIN – MILITARY EXAM
- 0034- ADMIN – DEATH IN FAMILY
- 0035- ADMIN – VOTING
- 0036- ADMIN – INTERVIEW/EXAM
- 0037- ADMIN – CERTAIN ATHLETES
- 0038- ADMIN – RED CROSS DISASTER
- 0040- ADMIN – DISCRETIONARY DAY
- 0044- ADMIN – MENTOR/VOLUNTEER
- 0045- ADMIN – OFFICE CLOSURE
- 0046- ADMIN – FRML INVESTIGATION
- 0051- LEAVE – ANNUAL
- 0052- LEAVE – SICK
- 0053- LEAVE – FAMILY SICK

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0054- LEAVE – REGULAR COMP
0055- LEAVE – SC PRE JULY 2012
0056- ADMIN – AUTHORIZED OTHER
0057- ADMIN – RESERVE/NG TRAINING
0058- LWOP – AUTHORIZED
0060- LWOP – WORKERS' COMP
0061- ADMIN – FL NATIONAL GUARD
0062- ADMIN – EDUCATIONAL LEAVE
0065- ADMIN – WORKERS' COMP
0066- ADMIN – HOLIDAY – PERSONAL
0069- ADMIN – ACTIVE MILITARY
0070- LWOP – MILITARY TRAINING
0071- LWOP – ENLISTED
0072- LWOP – NON FL ST ACTIVATION
0075- ADMIN – VETERANS DISABILITY
0080- ADMIN – CHILD'S ACTIVITIES
0082- LWOP – ACT MIL W/ PAY SUPPL
0083- LWOP – ACTIVE MILITARY
0085- LEAVE – FLSA COMP
0091- LEAVE – SC HOLIDAY
0094- LEAVE – SC CLOSURES
0096- LEAVE – SC HOLIDAY CO

Refer to the **People First Hours Types** section at the end of the [Timesheet Frequently Asked Questions](#) document for a full description of the leave types.

6. How many hours may I request in one leave request?

You may request up to the number of scheduled hours for the day(s) you are requesting leave for, unless the leave is restricted to a certain number of hours (e.g., administrative leave).

7. If I use different leave types, do I have to submit more than one leave request?

For every type of leave you wish to make a request for, you must make a separate request.

8. If I wish to use the leave type on separate non-consecutive days, do I have to submit more than one leave request?

Even if you are requesting the same leave type but it's for separate non-consecutive days, you will have to make separate requests. If you are requesting the same leave type to be used for all scheduled hours on consecutive days, then only one request is required. The system will add the hours for the days you requested together and display the number in the hours field.

Therefore, if you use only partial hours for a day, you will be required to adjust the hours prior to being able to submit your timesheet for approval.

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9. How far in advance should I make a leave request?

For overtime, each agency has been given the flexibility to establish its own leave request administrative policies. In general, it is a good business practice to submit a leave request two weeks prior to the time you wish to utilize the leave. Check with your supervisor or human resource office for details applicable to your agency.

10. Will the leave I have requested be automatically recorded on my timesheet?

Yes. Approved leave requests are presented on your timesheet for you to save. The timesheet rules will still apply. For example, if you do not have enough leave at the time you submit your timesheet, the system will not allow you to submit the timesheet and will present you with an error message.

11. How do I know the status of my leave or overtime request?

There are several ways to determine the status of your leave and/or overtime request. One way to see the status of your request is to look for an email. After the request has been approved or rejected, you will receive an email (if you have a valid work email in People First) informing you of the change in status of the request. Another way to see the status is to navigate back to the Leave and Overtime Request screen and check the overview for your request. Be sure to look at the request with the applicable dates you are interested in and read the status column. The different statuses are Submitted, Approved, Rejected, or Canceled.

12. What do I do if I do not see my leave or overtime request in the overview section of the Leave and Overtime Request screen?

If you do not see your leave or overtime request in the overview portion of the Leave and Overtime Request screen, make sure to utilize the scroll bar located on the right-hand side of the overview section. If you are still unable to see the request listed, it is most likely that Save was not selected before the request was closed in the system. In this case, you must submit a new request.

13. Can I edit a leave or overtime request?

Yes. Leave and overtime requests can be edited or cancelled. Go to the overview section of the Leave and Overtime Request screen and select an existing request. If the request is in submitted status, select Edit and update the request as needed. To cancel a leave request, select Edit, and mark the Cancel Leave checkbox. Approved requests cannot be updated, but can be cancelled.

14. What is the Leave Balance icon located in the middle of the Leave and Overtime Request screen for?

The Leave Balance icon is there for you to check your leave balances before you submit a leave request. To see your current leave balances, hover your mouse pointer over the icon.

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15. Do I have to enter Requester Comments every time I request leave or overtime?

The Requester's Comments field is not a required field. However, you should always follow the policy set forth by your agency. The agency policy may require you to utilize this field.

16. Do my past approved leave or overtime requests always remain in the overview portion of the Leave and Overtime Request screen?

All leave and overtime requests will remain on the Leave and Overtime Request screen. The oldest requests will be at the bottom of the list, as the screen is sorted by date descending.

17. I know I will get an email when my leave or overtime request is approved or rejected, but will I be notified if my request is cancelled?

You will receive an email when the request is cancelled by anyone other than you, the employee.