



Leave Requests

LEAVE REQUESTS

Your Guide to Entering Time in Leaves Online

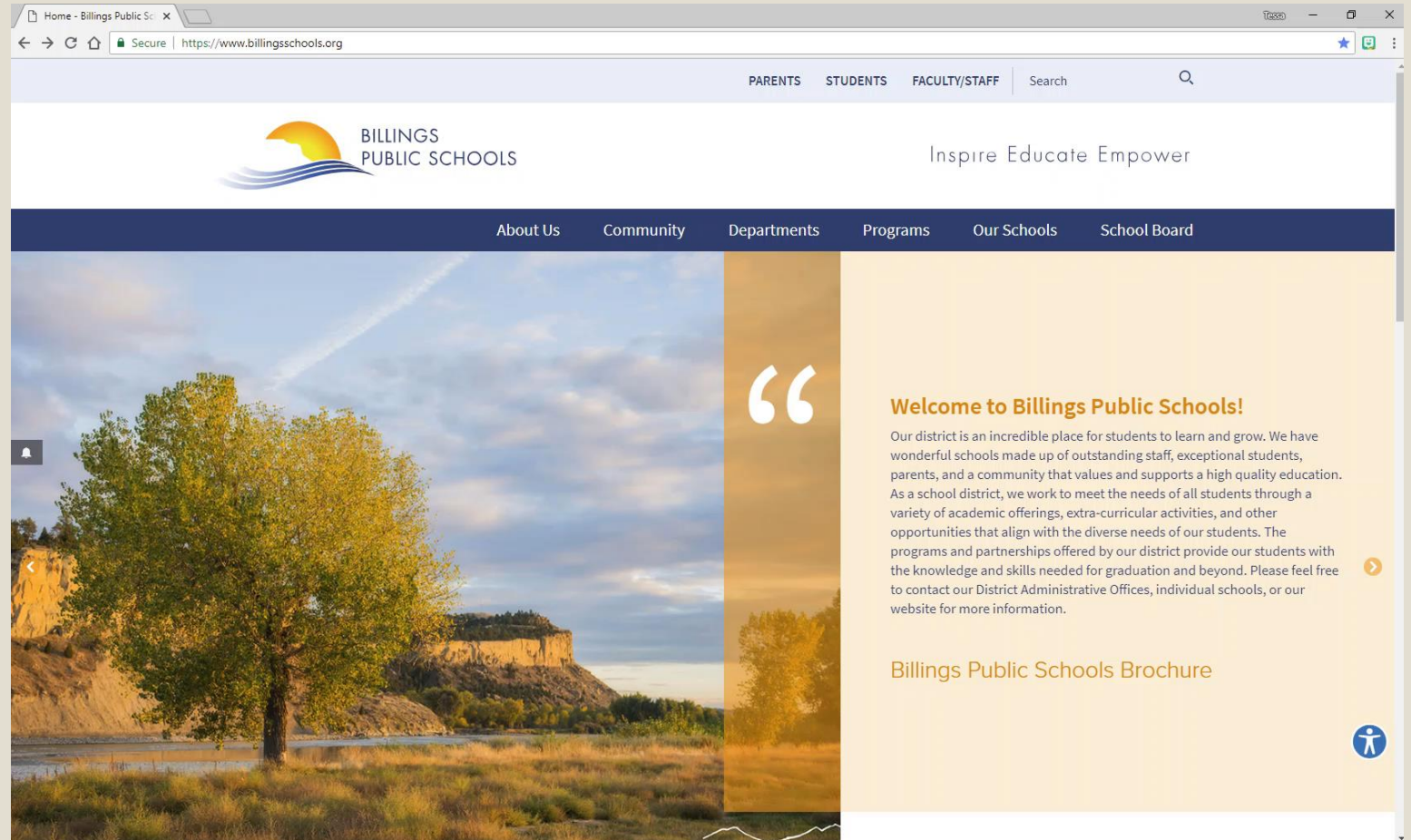


LOGGING IN

How to Log Into Leaves Online

How to get to Leaves Online

- Go to <https://www.billingschools.org>
- Click FACULTY/STAFF
- SELECT QUICK LINKS
- Select Leaves Online Icon



ENTER THE FOLLOWING:

User Name:*Last Name First Initial

Password:*same as your district email password

- SELECT SUBMIT

Leaves Online

username	I
olsont	
password	
submit	



ENTERING LEAVE

How to enter your leave request

Hours Absent From Job

Job Number: (optional)

First Day Absent:

Time:

Last Day Absent:

Time:

Notes: (optional)

Do you need a sub? ▼

Type of Leave ▼

submit



CANCELING A LEAVE

How to cancel a leave

Go to “my leaves” tab Select Cancel

leave requests	Hours Absent From Job	Job Number: (optional)
my leaves	<input type="text"/>	<input type="text"/>
logout	First Day Absent:	Time:
	<input type="text"/>	<input type="text"/>
	Last Day Absent:	Time:
	<input type="text"/>	<input type="text"/>
	Notes: (optional)	