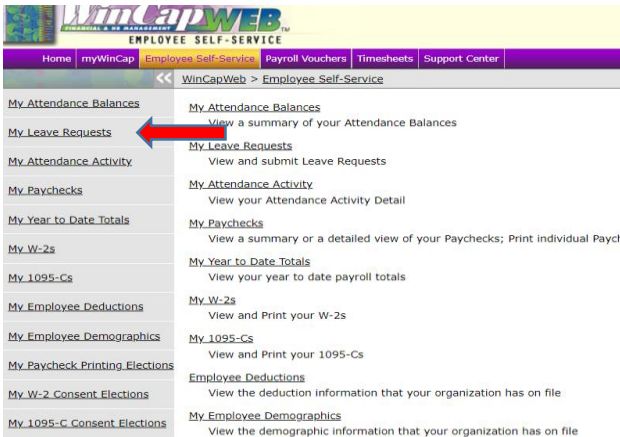


# Wincap Web Leave Requests

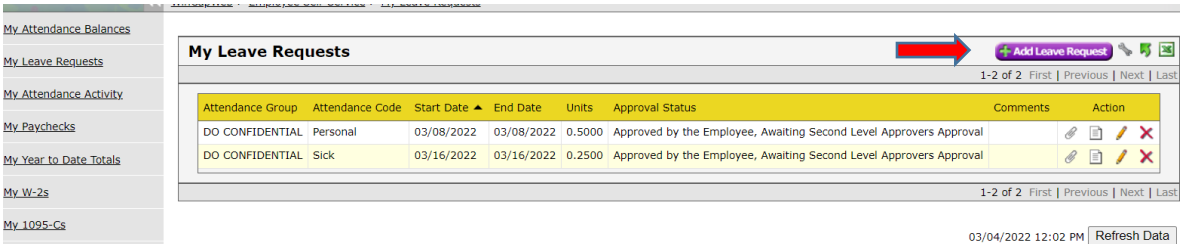
[www.wincapweb.com](http://www.wincapweb.com)



1. Type your username (VCS email) and password then click login.



2. Click "My Leave Requests"



3. Click "Add Leave Request"

Attendance Group:    
Attendance Code:    
Available Balance: 0.0000   
Earned Balance: 0.0000   
Requested: 0.0000   
Taken: 0.0000

**Requested Dates**

Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units	Attendance Code	Action
<input type="text"/>	<input type="text"/>	Jury Duty	

4. Choose the Attendance Code from the drop down menu (sick, family emergency, personal, etc.), then enter the start date & units per day. Must be in quarter day increments (1, .75, .5, .25).

Employee Comments:

Leave requests are sent to your immediate supervisor and will be acted upon based on the rules of your contract. If a leave request is fully approved, disapproved or cancelled you will receive an email confirmation.

**Employee's required to submit a reason for absence should insert it in the Employee Comment Section.**

5. Enter any employee comments if you wish & click "Submit"