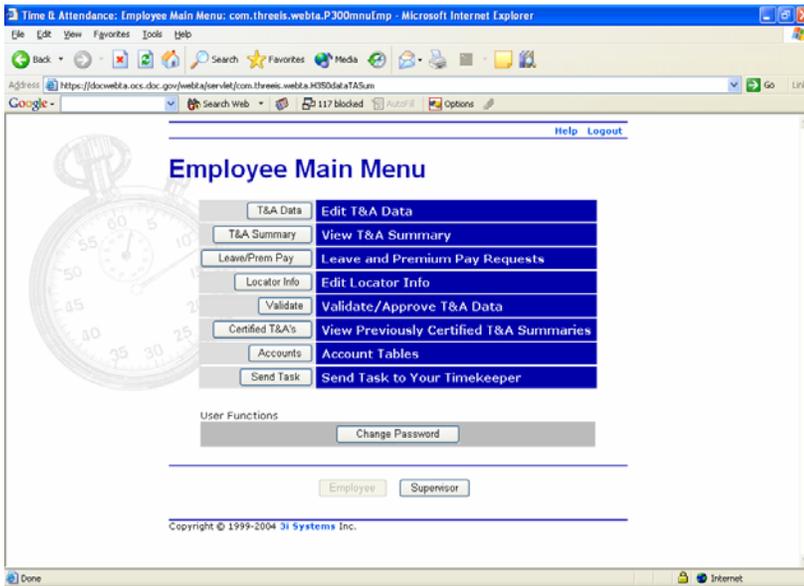


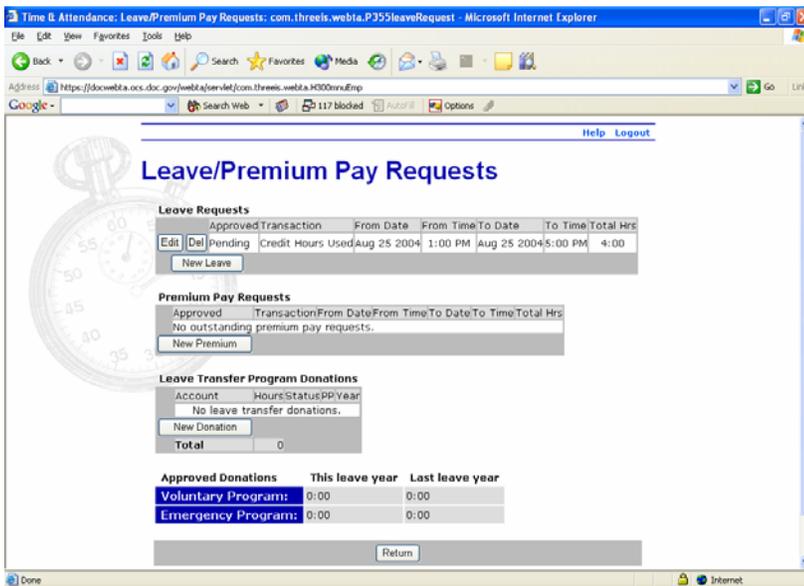
## Leave Request via Web TA

Logon to Web TA as usual

Click on the **Leave/Prem Pay** button



The following screen appears



Click the **New Leave** button and following screen appears

Time & Attendance: Leave Request: com.threess.webta.P356leaveRequest.fdit - Microsoft Internet Explorer

Address <https://docwebta.ocs.doc.gov/webta/service/com.threess.webta.H355leaveRequest>

## Leave Request

Request by: James Bruner (BRUNERR)

**Request Information**

Type	Select Type
From Date	
From Time	AM
To Date	
To Time	PM
Total Hours	

**Sick Leave**

If you are requesting **sick leave**, you must indicate the reason.

**Please specify:**

- Medical/dental/optical examination of requesting employee
- Care of family member/bereavement, including medical/dental/optical examination of family member
- Care of family member with a serious health condition
- Other (e.g. personal illness or adoption). Provide the reason in Remarks.
- None

Use the **Type** drop down box to select the type of leave you are requesting, (Annual Leave, Sick Leave, Credit Hours Used, etc.) then fill in the date and time fields, as well as the total number of hours of leave requested.

If you are requesting **Sick Leave**, either **Accrued** or **Advanced**, you must fill out the grey box detailing the type of sick leave. If you need check the **Other** radio button, you must provide a reason in the comments section. For example – *personal illness*.

After completing the required fields click the **Save** button.

Web TA will automatically generate an email to your *Verification Supervisor* with your leave request. When your leave request has been approved (or denied) by your *Verification Supervisor*, then Web TA will automatically generate an email back to you with the status of your approval.

If you are out sick one day and do not come into work, besides your usual notification process to your supervisor, you will need to log on to Web TA when you return to work and fill out the Leave Request page.