



Access the Leave Module

1. Click on the **[Leave]** module icon. You can click the Leave module icon on the **Tools** Dashboard or the **Favorite Modules** dashboard (if you have previously selected the Leave module as a Favorite).

The screenshot displays the YOSS platform interface. At the top, a blue navigation bar includes the YOSS logo, the user name 'JUSTIN CASE', and links for 'Home', 'Profile', 'Timeline', 'Change Password', the email 'Denib@denibhelpme.com', and a 'Logout' button. Below the navigation bar, the main content area is divided into two primary sections. On the left, a large graphic of a city skyline is accompanied by a personalized greeting: 'Good Afternoon! Justin!' and a message: 'Grab a cup of coffee and let's get some work done. It's good to see you!'. On the right, a 'FAVORITE MODULES' section is visible, featuring a grid of icons for 'Accounts Payable', 'E-StubS', 'Reimbursements', and 'Leave'. The 'Leave' icon is circled in red with a red callout bubble containing the number '1' and the text 'If you have added it as a Favorite.'. Below this, a 'TOOLS' section contains a grid of various system icons, including 'ACA', 'Accounts Payable', 'Contracts', 'Demographic Change', 'E-StubS', 'Employee Documents', 'Employee Warning Notice', 'Fundraiser Requests', 'Leave', 'OnBoarding/Tasks', 'Personnel Action Form', and 'Recruitment & Hiring'. The 'Leave' icon in this grid is also circled in red with a red callout bubble containing the number '1'.



Leave Dashboard Overview

- A. Dashboard
- B. Start a New Request for Leave
- C. View your Historical Leave Requests
- D. Review and Approve Requests (if you are an approver.)

LEAVE <

- Dashboard A
- Submit New Request B
- View Historical Requests C
- Review and Approve Requests (0) D

LEAVE DASHBOARD

Leave Policy

--Select Leave Policy--

Days Taken

Days Scheduled

Days Remaining

- 0 Days Taken
- 0 Days Scheduled
- 0 Days Remaining

Request Time Off

UPCOMING LEAVE

▲ There are no upcoming leave request!

ORGANIZATION CALENDAR

Event Name	Start Date	End Date	Start Time	End Time
180 (B)-May Non-Workdays	05/23/2025	05/30/2025	12:00 AM	11:59 PM
180 (B)-Spring Holiday	03/28/2025	04/04/2025	12:00 AM	11:59 PM
180 (B)-March Student Holiday	03/13/2025	03/14/2025	12:00 AM	11:59 PM
180 (B)-President's Day	02/17/2025	02/17/2025	12:00 AM	11:59 PM

Check your balance per Leave Policy (a.k.a. Leave Type, Ex. Sick, Personal, Vacation)

Any upcoming Leave?

Justin is a 180-day employee. Thus, he can see his schedule "non-workdays" in the ORGANIZATIONAL CALENDAR



Check Your Leave Balance

1. Click on the “—Select Leave Policy—” drop down menu.
2. Click on the Leave Type (Policy).

LEAVE DASHBOARD

Leave Policy

--Select Leave Policy--

- Days Taken
- Days Scheduled
- Days Remaining

0 Days Taken
0 Days Scheduled
0 Days Remaining

Leave Policy

- Select Leave Policy--
- Select Leave Policy--
- Sick Leave-SELF (A1-11)**
- Professional Leave (A6-61)
- Staff Development (A6-62)
- Jury (A2-22)
- Military (A2-21)
- Sick-Family (A1-12)
- Personal (A1-13)
- FMLA Sick Leave (A1-14)
- FMLA Parental (A2-23)
- LWOP-Sick (A3-31)
- LWOP-Personal (A3-32)
- LWOP-FMLA (A3-33)

LEAVE DASHBOARD

Leave Policy

Sick Leave-SELF (A1-11)

- Days Taken
- Days Scheduled
- Days Remaining

0.00 Days Taken
0.00 Days Scheduled
16.25 Days Remaining

Days available!

NOTE: Days Remaining is your available balance and will include Days Scheduled and Days Taken.



Submit a Leave Request

1. Click on either the “Submit New Request” or the [Request Time Off] button.

2. Select the Leave Form applicable to the Type of Leave you plan to request.

Select Form Type
Leave Request (NOT Professional/Staff Development)
Professional/Staff Development Leave Request

3. Select the appropriate form.

4. Select the type of Leave you need. (Options differ per form!)

5. Select the Leave Type.

Leave Request (NOT Professional/Staff Development)

Select Leave Type
Sick-Employee Sick SELF (A1-11)
Sick-Family (A1-12)
Personal (A1-13)
FMLA Sick Leave (A1-14)
Military (A2-21)
Jury (A2-22)
FMLA Parental (A2-23)
LWOP Personal (A3-32)
LWOP FMLA (A3-33)
Vacation (A5-51)
Vacation Superintendent (A5-51)
LWOP Sick (A3-31)

Professional/Staff Development Leave Request

Select Leave Type
Professional Leave (A6-61)
Staff Development (A6-62)



LEAVE REQUEST



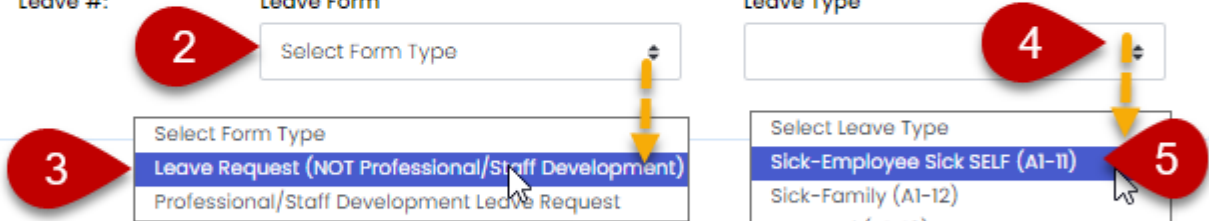
GETTING STARTED

Date : 06/21/2024

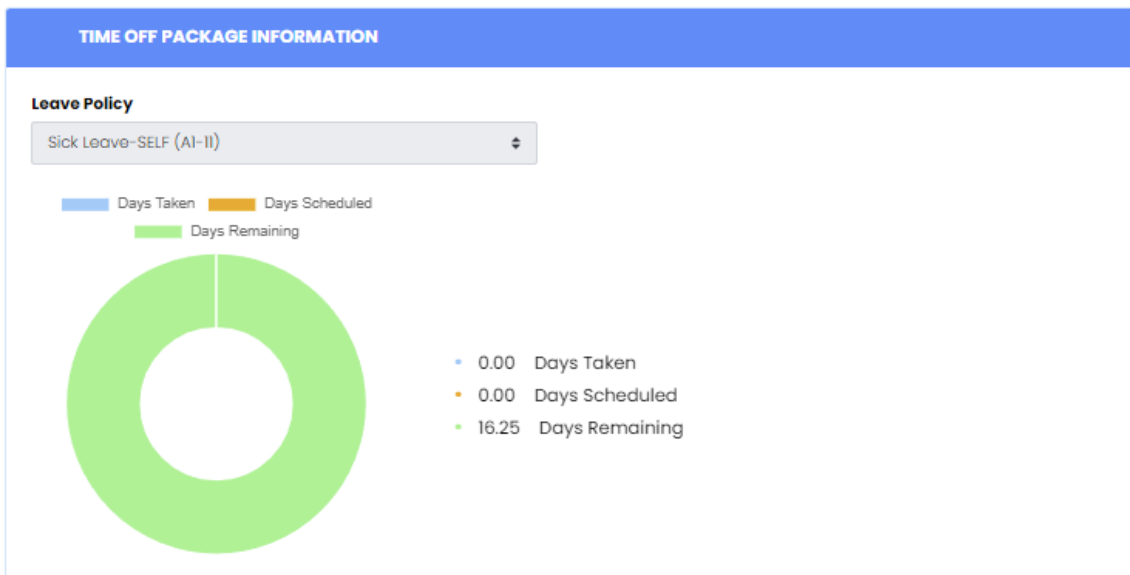
Leave #:

Leave Form

Leave Type



- 6. Complete the Request Form.
 - a. Review your available balance.





b. Select YOUR Location

EMPLOYEE INFORMATION

First Name JUSTIN	Middle Name DANIEL	Last Name CASE
Employee ID 9999	School/Location J.R. Trippe Middle	Position Type
Funding Source		

c. Enter LEAVE INFORMATION

LEAVE INFORMATION

Schedule Type --Select--	Leave Start Date MM/DD/YY	Leave End Date MM/DD/YY	Start Time	End Time
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d. Enter SUB DETAILS (Response required)

SUB DETAILS

Sub Needed? **REQUIRED**
--Select--

Long-Term Sub **If applicable**

Pre Arranged Sub **If applicable**

e. Attach any documentation (if applicable)

DOCUMENT AREA

Upload Event Invitation (REQUIRED).
Upload lodging information if applicable.

DROP HERE **BROWSE**



- f. Finalize and submit your form using the **FINALIZE AND SUBMISSION** section.
- 7. Choose the appropriate Approver for your request.
- 8. Enter any Comments as needed.
- 9. Submit the request using the **[Submit Request]** button.

FINALIZATION AND SUBMISSION

Choose Approver Choose Referrer

7 --Select-- --Select--

8 Comments:

Select YOUR supervisor from the list.

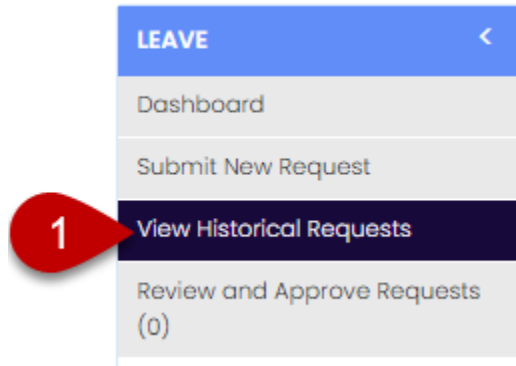
Include any notes related to this request as needed.

Submit Request 9



Check the Status of Your Request

1. Click on the "View Historical Requests" menu option.



VIEW HISTORICAL REQUESTS

Show entries Search:

Leave #	Name	Start Date	End Date	Form Type	Leave Type	Waiting On Approval	Status	Action
584	JUSTIN CASE	06/24/2024	06/24/2024	Leave Request (NOT Professional/Staff Development)	Sick-Employee Sick SELF (AI-II)	Jane Doe	Pending	View

Showing 1 to 1 of 1 entries Previous Next



Cancel a Leave Request

1. Click on the “View” link and scroll to the bottom of the form.

VIEW HISTORICAL REQUESTS

Show 25 entries Search:

Leave #	Name	Start Date	End Date	Form Type	Leave Type	Waiting On Approval	Status	Action
584	JUSTIN CASE	06/24/2024	06/24/2024	Leave Request (NOT Professional/Staff Development)	Sick-Employee Sick SELF (AI-II)	Jane Doe		View

Showing 1 to 1 of 1 entries Previous 1 Next

2. Click on [Cancel Request] button.

<< Back to Dash **2** Cancel Request Audit Trail Download Leave Form

3. Click the [OK] button.

yossplatform.com says
Are you sure you want to cancel this request?
3 OK Cancel

You will now be able to see the updated status to “Cancelled” when you VIEW HISTORICAL REQUESTS.

VIEW HISTORICAL REQUESTS

Show 25 entries Search:

Leave #	Name	Start Date	End Date	Form Type	Leave Type	Waiting On Approval	Status	Action
584	JUSTIN CASE	06/24/2024	06/24/2024	Leave Request (NOT Professional/Staff Development)	Sick-Employee Sick SELF (AI-II)		Cancelled	View

Showing 1 to 1 of 1 entries Previous 1 Next