

FIO-04 My Leave Requests

[View My Leave Requests Tutorial Video](#)

Purpose

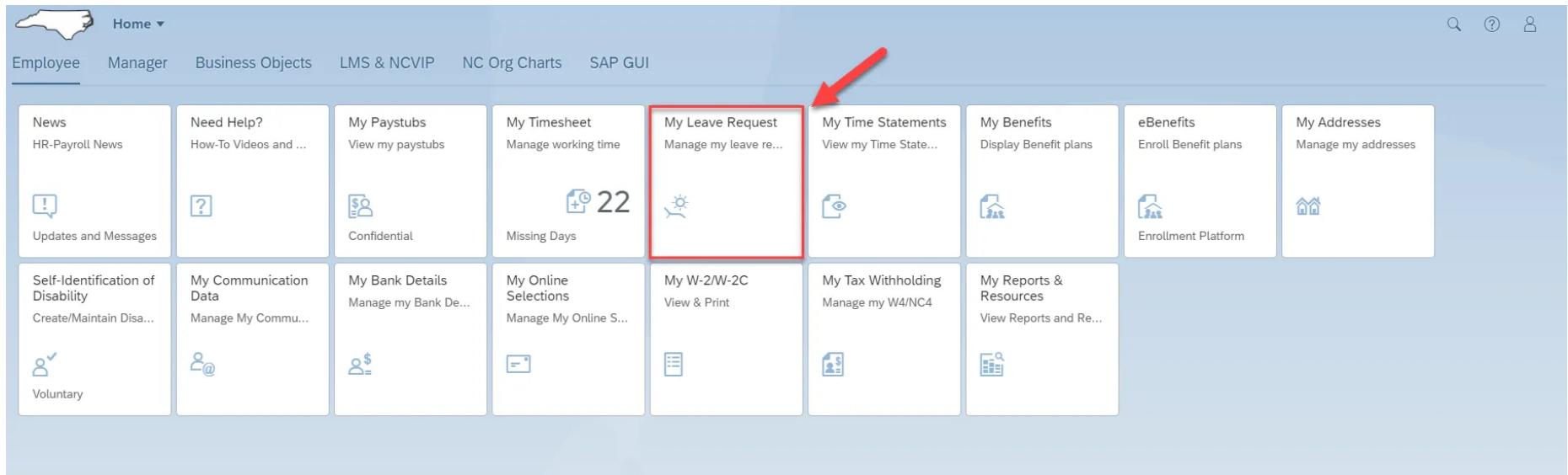
The purpose of this Business Process Procedure is to explain how to create and view a Leave Request within the Fiori My Leave Request application.

How to Create My Leave request

There are 27 steps to complete this process.

Step 1. Click on the **My Leave Request** tile to access the Leave Request app.

Image



Step 2. Today's date is the default date shown.

Image

The screenshot shows the 'My Leave Request' page. The 'Entitlement' section is expanded, showing a table of leave balances. A red box highlights the 'Show From' date filter, which is set to '08/10/2021'. A red arrow points to this filter. The table lists various leave types with their respective validity periods, available and used hours, and total entitlements.

Leave Type	Validity	Available	Used	Entitlement
Vacation Leave	03/17/2008 – 12/31/9999	0.66 Hours	1,852.15 Hours	1,852.81 Hours
Sick Leave	03/17/2008 – 12/31/9999	3,978.56 Hours	148 Hours	4,126.56 Hours
Holiday Leave	04/01/2017 – 12/31/9999	0 Hours	376 Hours	376 Hours
Bonus Leave	04/01/2008 – 12/31/9999	0 Hours	240 Hours	240 Hours
Special Bonus FY2018	07/01/2017 – 12/31/9999	0 Hours	24 Hours	24 Hours

Step 3. Various leave balances for an employee show up under **Entitlement**.

Image

Request Overview

Calendar Items (34) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours
Approved Leave	02/26/2021	Approved		1 Hours
Approved Leave	02/25/2021	Approved		1.5 Hours
Approved Leave	02/24/2021	Approved		1.5 Hours
Approved Leave	02/23/2021	Approved		3 Hours
Approved Leave	02/22/2021	Approved		4 Hours
Approved Leave	02/18/2021	Approved		8 Hours
Approved Leave	02/17/2021	Approved		2 Hours
Approved Leave	02/16/2021	Approved		3 Hours

Step 5. Click **Calendar** to view requests on a calendar. The legend below the calendar lists the different leave options and their color code.

Image

Calendar Items (5) Show From 01/01/2021

Select a start and end date to create a new request; click an existing request to display

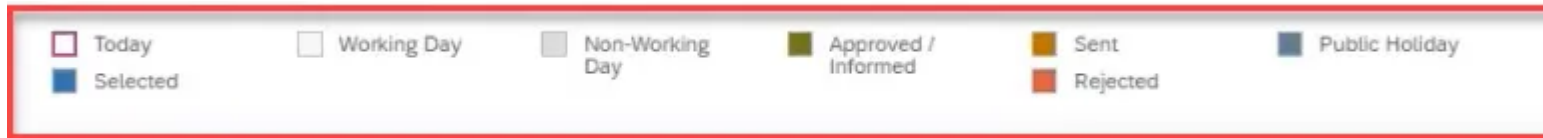
< August 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31				

September 2021 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36				1	2	3	4
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
39	19	20	21	22	23	24	25
	26	27	28	29	30		

Image



Step 6. Click **Items** to view the requests in a list format.

Image

Request Overview

Calendar Items (34) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours
Approved Leave	02/26/2021	Approved		1 Hours
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Approved Leave	02/18/2021	Approved		8 Hours
Approved Leave	02/17/2021	Approved		2 Hours
Approved Leave	02/16/2021	Approved		3 Hours

Step 7. Click **the arrow** to see additional details for a leave request. Only leave requests for future dates can be edited or deleted.

Image

Request Overview

Calendar Items (34) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used	
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours	>
Approved Leave	02/26/2021	Approved		1 Hours	>
Approved Leave	02/25/2021	Approved		1.5 Hours	>
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Approved Leave	02/22/2021	Approved		4 Hours	>
Approved Leave	02/18/2021	Approved		8 Hours	>
Approved Leave	02/17/2021	Approved		2 Hours	>
Approved Leave	02/16/2021	Approved		3 Hours	>

Step 8. Current leave requests and statuses can be viewed here.

Image

 **Approved Leave**
02/26/2021

Absence Hours: 1 Hour
Quota Used: 1 Hours
Leave Type: Approved Leave

Created on: 02/26/2021
Status: **Approved**

Colleagues

1 Week 1 Month

< Today > February 21, 2021 - February 27, 2021

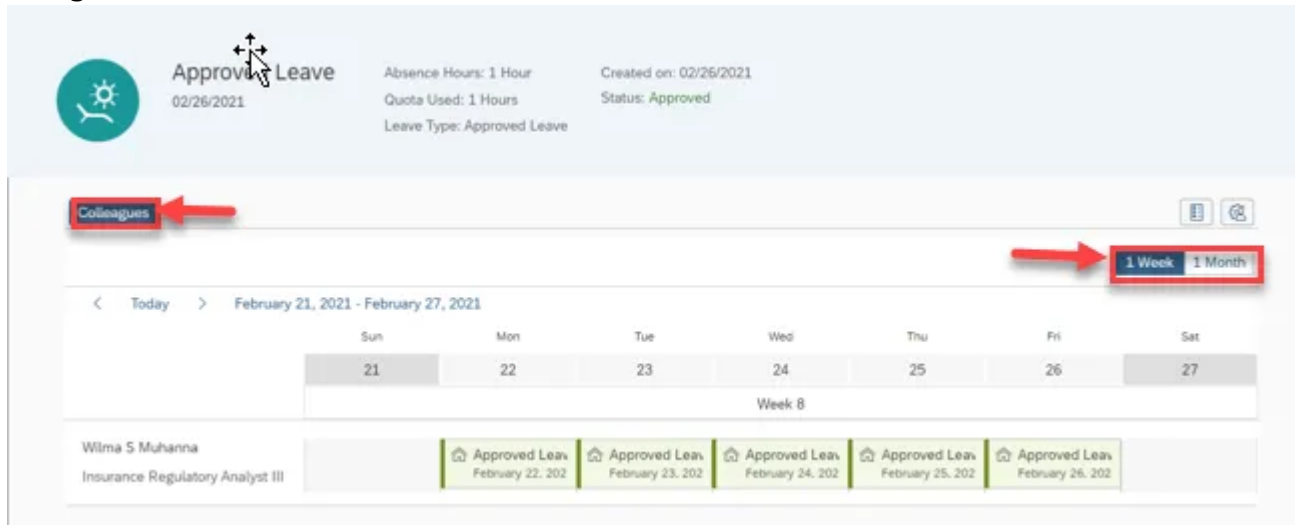
Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22	23	24	25	26	27
Week 8						

Wilma S Muhanna
Insurance Regulatory Analyst III

Approved Leave February 22, 202	Approved Leave February 23, 202	Approved Leave February 24, 202	Approved Leave February 25, 202	Approved Leave February 26, 202
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Step 9. The **Colleagues** feature is not activated. You can use the **1 Week/1 Month** toggle to navigate with this screen.

Image



Step 10. Click the **Legend icon** to view the color codes.

Image



Step 11. Click the **Personalization icon** to show the employee's name and job title.

Image



Step 12. You can toggle to show or hide. It is not recommended to hide this information. Click **OK** when finished.

Image

Adjust "Colleagues"

Colleagues

Name

Visible

Wilma S Muhanna

Insurance Regulatory Analyst III

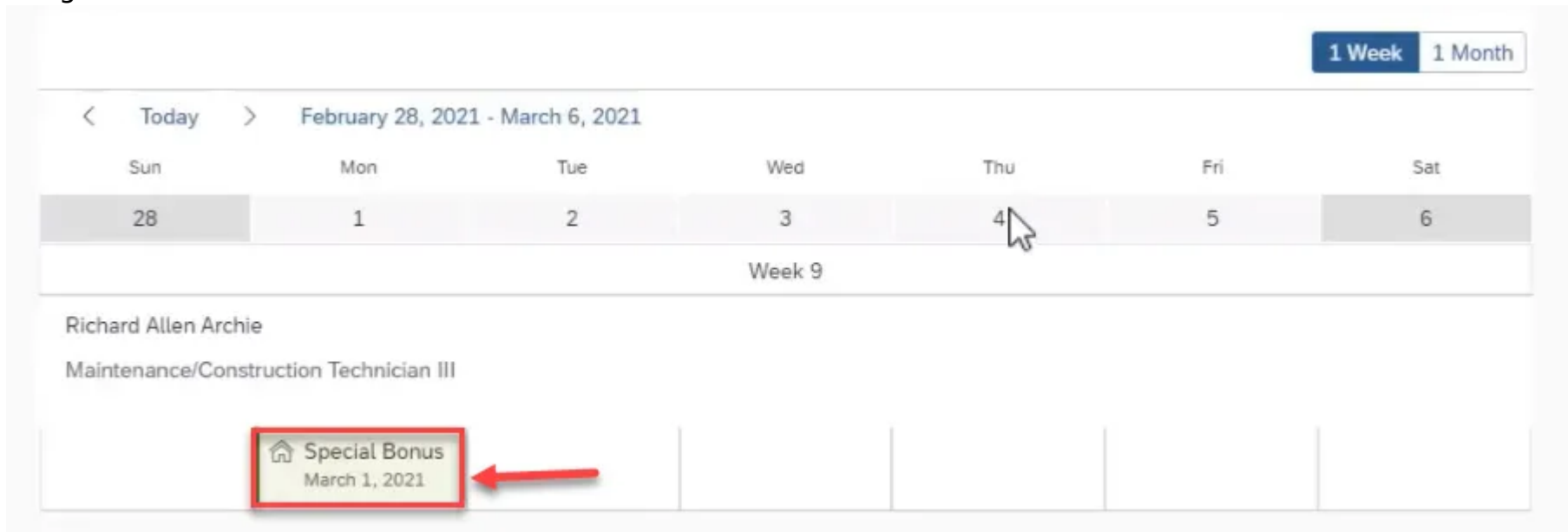
⊖ Hide

OK

Cancel

Step 13. Click the leave request to view additional details.

Image



Step 14. After viewing the details, click **Close** at the bottom of the window.

Image

Wilma S Muhanna

Insurance Regulatory Analyst III

Details

Title:

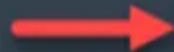
Approved Leave

Date:

February 22, 2021

Category:

Absence (Approved)



Close

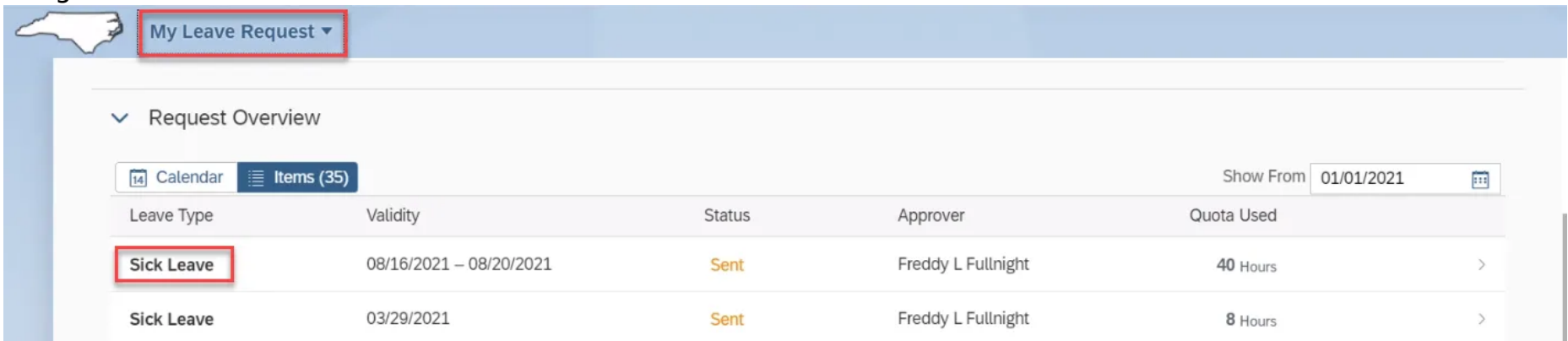
Step 15. To view additional time periods, click the right and left arrows near the date.

Image

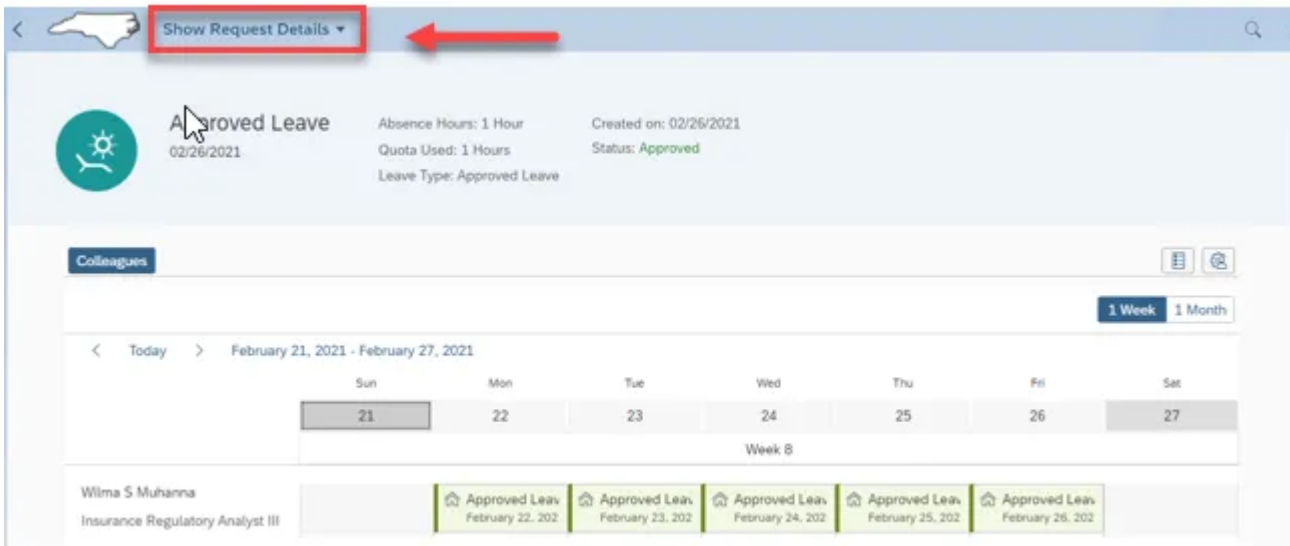


Step 16. To navigate back to the previous screen, click **Show Request Details**. Then click **My Leave Request** from the drop-down.

Image

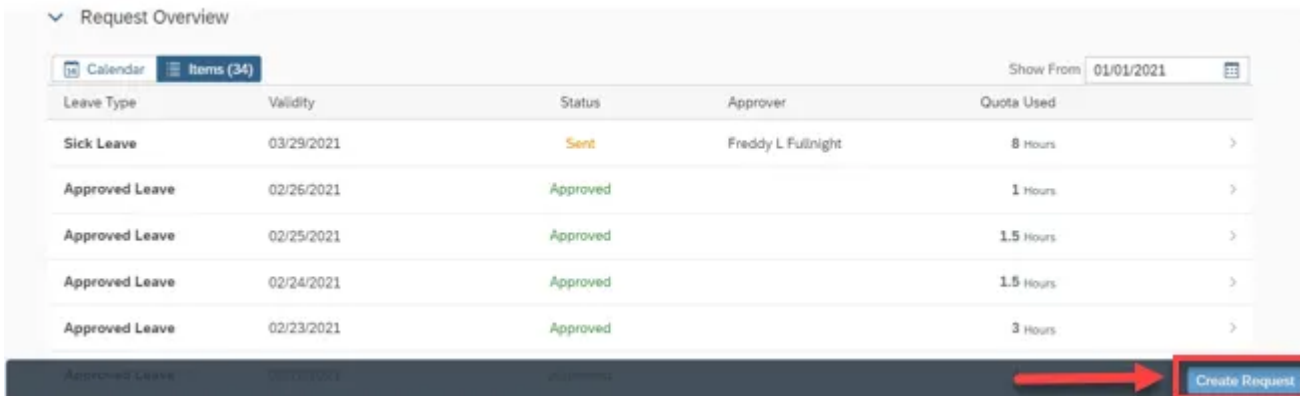


Image



Step 17. Back on the main My Leave Request page, click **Create Request** to create a leave request.

Image



Step 18. From the create screen, select the **Leave Type** from the drop-down. Please note: The Leave Type, as shown on the initial Leave Request dashboard, details leave types independently. In this example, Approved Leave consolidates all approved leave quotas, or leave types, such as OT Comp, Holiday Comp, and Vacation. The total number of available hours reflects the consolidated total for all approved leave quotas or leave types.

Image

The screenshot shows a web application interface for creating a request. The top navigation bar includes a back arrow, a map of North Carolina, and the text 'Create Request'. The main content area is titled 'Leave Type Selection'. On the left, there is a 'General Data' section with fields for 'Leave Type:', '*Start/End Date:', 'Approver:', and 'New Note:'. The 'Leave Type:' dropdown menu is open, showing a list of leave types and their available hours. The 'Sick Leave' option is highlighted. At the bottom right, there are 'Save' and 'Cancel' buttons.

Leave Type	Available Hours
Approved Leave	9000
Bonus Leave	9100
CDE Comp Leave	9128
Sick Leave	9200
Parental Lv (8 wks)	9238
Parental Lv (4 wks)	9239
Holiday Leave	9300
Leave without Pay	9400
OMAL-Non-Discretionary	9530
OMAL-Discretionary	9531
OMAL-Emergency Closing	9532
OMAL-Relief Efforts	9533
OMAL-Medical	9534
Adverse Weather Leave	9545
Administrative Leave-CDE	9547

Step 19. For this example, we have selected **Sick Leave** for the Leave Type. Under Leave Type, note the available hours listed, which are pulled from the Entitlement balance.

Image

Leave Type Selection

Leave Type: Sick Leave

3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: MM/dd/yyyy - MM/dd/yyyy

Approver: Freddy L Fullnight

New Note:

Step 20. Select **More than 1 day** if your request is for multiple days.

Image

Leave Type Selection

Leave Type: Sick Leave
3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: MM/dd/yyyy - MM/dd/yyyy

Approver: Freddy L Fullnight

New Note:

Step 21. Click the **Open Picker icon** to select the Start and End Dates for the leave.

Image

Leave Type Selection

Leave Type: Sick Leave

3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: MM/dd/yyyy - MM/dd/yyyy

Approver:

New Note:

Calendar view for August 2021:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31	1	2	3	4

Step 22. The employee's direct supervisor defaults as the Leave Request Approver.

Image

Leave Type Selection

Leave Type:

Sick Leave

3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date:

08/22/2021 - 08/23/2021

16 Hours will be consumed

Approver:

Freddy L. Fullnight

New Note:

Step 23. Under New Note, you can add an optional note about the leave request.

Image

Leave Type Selection

Leave Type: Sick Leave
3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: 08/15/2021 - 08/19/2021
40 Hours will be consumed

Approver: Freddy L Fullnight

New Note:

Step 24. When all the sections are filled out, click **Save** in the bottom right corner.

Image

Leave Type Selection

Leave Type: Sick Leave
3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: 08/15/2021 - 08/19/2021

40 Hours will be consumed

Approver: Freddy L Fullnight

New Note:

Save Cancel

Step 25. When the leave request is saved, it appears as a new entry under **Request Overview**. It is a leave request for a future date, and it can be edited or deleted. The edit and delete options are to the right.

Image

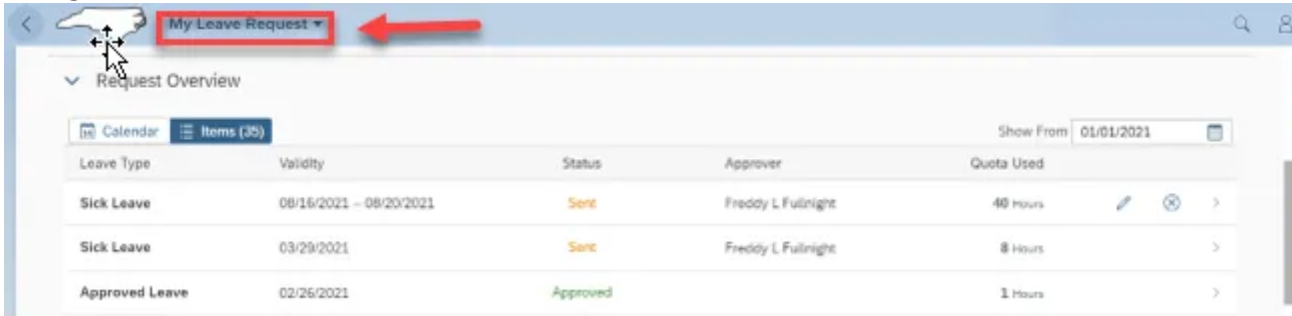
Request Overview

Calendar Items (35) Show From 01/01/2021

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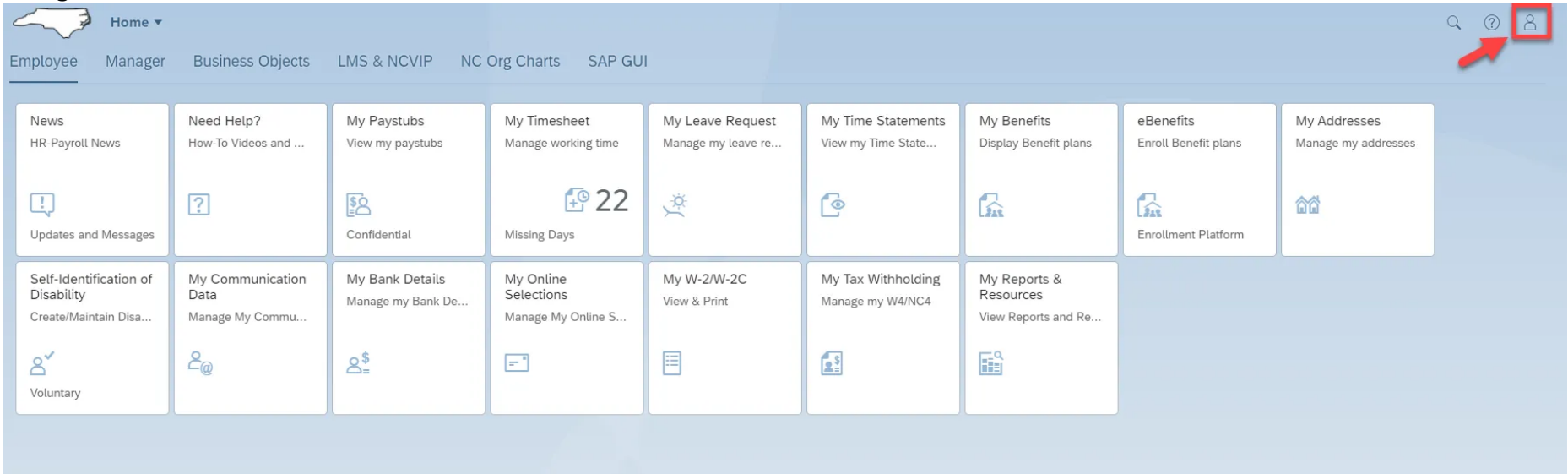
Step 26. Click **My Leave Request** to go to a previous screen.

Image



Step 27. Click **Profile** to sign out and click **OK** when the “Are you sure you want to sign out?” dialogue box appears.

Image



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