

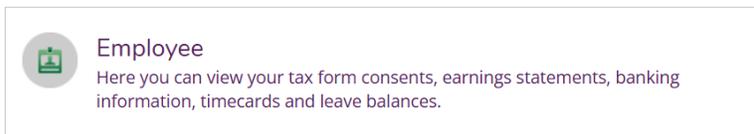
Employee User Guide: Self Service Leave Reporting

How to Submit a Leave Request

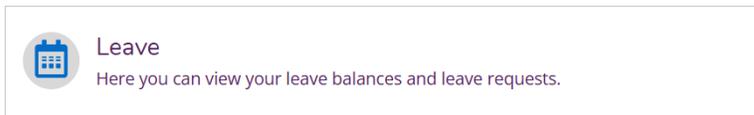
1. Log into [MyNVC](#). Click **MyNVC self service**.



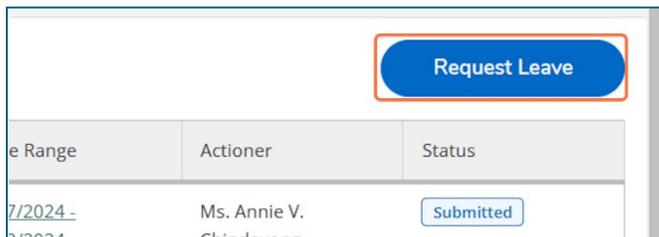
2. Click **Employee**



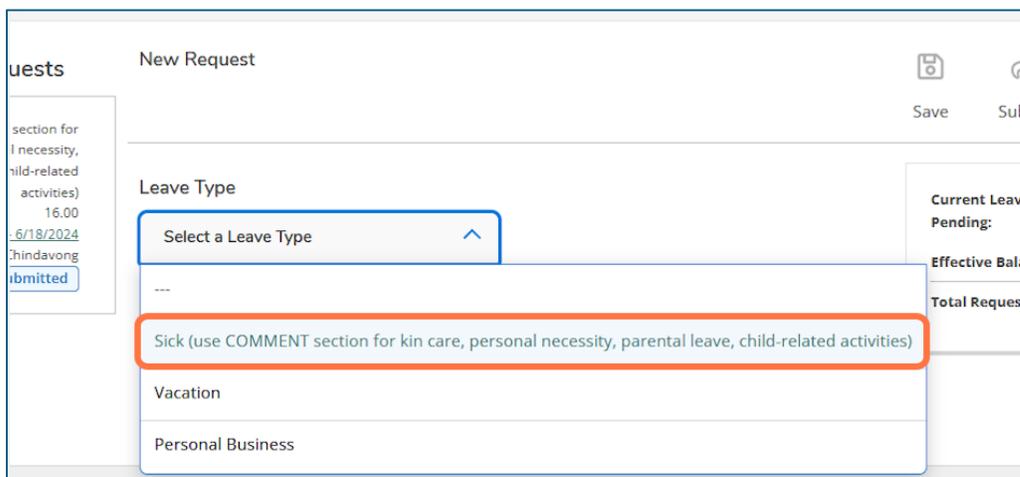
3. Click **Leave**



4. Click **Request Leave**



5. Select a **Leave Type** from the dropdown menu. Only sick, vacation, and personal business leave can be requested through Self-Service. For all other leave requests, please submit a request via DocuSign.



6. **IMPORTANT:** When using Kin Care, Personal Necessity, Parental Leave, or Child-related Activities, employees must enter qualifying reason in the **Comments** section.

Save Submit **Comments** Delete

Comments

6/24/24 Kin care = son's doctor appointment

Add Comment

Close

7. Select leave **Start Date** and **End Date**.

Start Date * **i** End Date *

M/d/yyyy M/d/yyyy

8. Input leave hours in corresponding dates.

Start Date * **i** End Date *

6/24/2024 6/25/2024

SU	MO	TU	WE	TH	FR	SA
23	24	25	26	27	28	29
	8	0.00				

9. The requested leave hours will appear under **Pending**. Click **Save** to save a draft or click **Submit** to finalize the request and submit to supervisor. Once the supervisor approves/rejects the request, the employee will receive an email notification.

Save Submit **Comments** Delete

Current Leave Balance:	440.75 hours
Pending:	-16.00 hours
Effective Balance:	424.75 hours
Total Requested:	16.00 hours

How to Unsubmit, Edit, or Withdraw a Leave Request

- A. **Unsubmit** = Employees can unsubmit leave requests that have not yet been approved.
- B. **Edit** = Employees can edit leave requests that have not yet been approved.
- C. **Withdraw** = Employees can withdraw or edit approved leave requests only with supervisor approval of the withdraw action.

A. UNSUBMIT

1. Click on the date you want to unsubmit.

Leave Type	Total Hours	Date Range	Actioner	Status
Personal Business	8.00	9/23/2024	Ms. Annie V. Chindavong	Submitted
Sick (use COMMENTS section for kin care, personal necessity, parental leave, child-related)	8.00	9/9/2024	Ms. Annie V. Chindavong	Submitted

2. Click **Unsubmit**.

Save Unsubmit Comments Delete

3. The leave request will now appear as **Draft**.

Click **Delete**, then **Delete** again.

The request has now been removed from your outstanding leave requests.

New Request Personal Business 9/23/2024 Draft Save Submit Comments Delete

Leave Type	Hours	Date Range	Actioner	Status
Personal Business	8.00	9/23/2024	Ms. Annie V. Chindavong	Draft
Sick (use COMMENTS section for kin care, personal necessity, parental leave, child-related activities)	8.00	9/9/2024	Ms. Annie V. Chindavong	Submitted
Vacation	8.00			

Current Leave Balance: 11.00 hours
Pending: -0.00 hours
Effective Balance: 11.00 hours
Total Requested: 8.00 hours

SU 22 MO 23 TU 24 WE 25 TH 26 FR 27 SA 28

Delete Request

You are about to delete the leave request. Are you sure?

Cancel Delete

B. EDIT

1. Click on the date you want to edit.

Leave Balance

Vacation (Hours): 62.00 Used, 332.11 Balance

Sick (Hours): 8.00 Used, 528.75 Balance

Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status
Sick (use COMMENTS section for kin care, personal necessity, parental leave, child-related activities)	8.00	9/9/2024	Ms. Annie V. Chindavong	Submitted
Vacation	8.00	9/3/2024	Ms. Charo L. Albarran	Approved
Personal Business	5.00	8/14/2024 - 8/16/2024	Ms. Charo L. Albarran	Approved

Request Leave

2. Click **Unsubmit**.

Save Unsubmit Comments Delete

3. The leave request will now appear as **Draft**.

Edit the Leave Type, Start Date, End Date, Hours, and/or Comments.

Click **Submit**. Once the supervisor approves/rejects the revised request, the employee will receive an email notification.

New Request

Sick (use COMMENTS section for kin care, personal necessity, parental leave, child-related activities) 9/9/2024 **Draft**

Save Submit Comments Delete

Outstanding Leave Requests

Leave Type	Sick (use COMMENTS section for kin care, personal necessity, parental leave, child-related activities)	Hours	8.00
Date Range	9/9/2024	Actioner	Ms. Annie V. Chindavong
Status	Draft		

Leave Type: Sick (use COMMENTS section for kin care, personal necessity, parental leave, child-related activities)

Start Date: 9/9/2024 End Date: 9/9/2024

Current Leave Balance: 528.75 hours
Pending: -0.00 hours
Effective Balance: 528.75 hours
Total Requested: 8.00 hours

SU 8 MO 9 TU 10 WE 11 TH 12 FR 13 SA 14

C. WITHDRAW

1. Click on the approved date you want to withdraw or edit.

Leave Balance

Vacation (Hours): 83.00 Used, 311.11 Balance

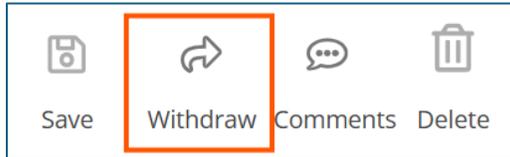
Sick (Hours): 8.00 Used, 528.75 Balance

Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	21.00	2/19/2025 - 2/21/2025	Ms. Michelle L. Bullock	Approved
Vacation	8.00	9/3/2024	Ms. Charo L. Albarran	Approved
Personal Business	5.00	8/14/2024 - 8/16/2024	Ms. Charo L. Albarran	Approved
Vacation	16.00	8/9/2024 - 8/12/2024	Ms. Charo L. Albarran	Approved

Request Leave

2. Click **Withdraw**.



3. Provide reason and click **Withdraw**.

A dialog box titled 'Withdraw Leave Request' with a close button (X) in the top right. It contains the following information:
Withdrawn By: Ms. Annie V. Chindavong
Date: 2/20/2025
Reason: No longer taking vacation
At the bottom, there are two buttons: 'Cancel' and 'Withdraw'.

4. Once the supervisor approves/rejects the request, the employee will receive an email notification. If the supervisor approves the withdrawal, the request will appear as **Draft**. Employees must log into Self Service and do one of the following:
- a. Edit the request and click **Submit** or
 - b. Withdraw the request and click **Delete**

The screenshot shows the 'Outstanding Leave Requests' page. At the top, there's a 'New Request' button and a summary for 'Vacation 2/19/2025 - 2/21/2025' with a 'Draft' status highlighted in a red circle. On the right, there are icons for 'Save', 'Submit', 'Comments', and 'Delete', with 'Submit' and 'Delete' highlighted in yellow. Below this is a table of 'Outstanding Leave Requests' with columns for Leave Type, Hours, Date Range, Actioner, and Status. The first row shows a 'Draft' status. The second row shows an 'Approved' status. The third row shows a 'Draft' status. To the right of the table is a summary of leave balances: Current Leave Balance (332.11 hours), Pending (-0.00 hours), Effective Balance (332.11 hours), and Total Requested (21.00 hours). At the bottom, there is a calendar view for the dates 2/19/2025 to 2/21/2025, showing hours for each day: SU (16), MO (17), TU (18), WE (19, 8.00), TH (20, 8.00), FR (21, 5.00), and SA (22).