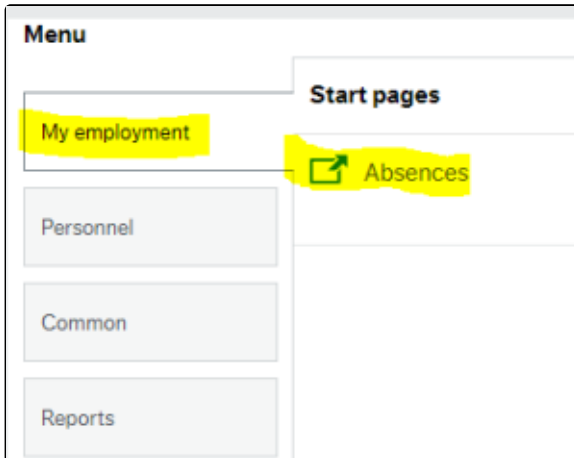# Submitting An Absence Request - Partial Day (Unit4)

The following steps outline how to submit a **PARTIAL** leave request in Unit4. All employees will use this module to submit requests for any type of planned leave from their regular working hours (i.e. Vacation).

1. Login to Unit4.

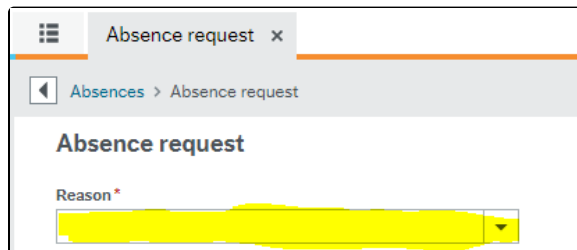2. Under **"My Employment"** > **"Start Pages"**, click on "**Absences**".

3. Click on **"Absence Request"** to start a new **request.**
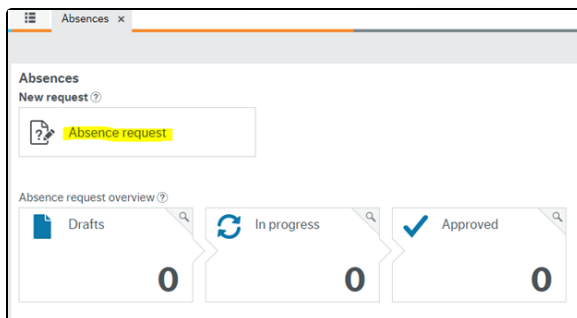
   Note: This landing page will also show you the available balances that you can draw down.

4. Complete all sections:
   a. Select the type of request you would like to submit under the **"Reason"** drop-down.

   b. Choose the date range that you are requesting by selecting "**First Day**" and "**Last Day**"
   c. Select the position that is affected
   d. Indicate whether you are requesting a full or partial day:
      i. Yes = a full day of vacation
      ii. **No =** a partial day (you will be asked to identify # hours requested)

iii. Select partial that you would like to request:

5. Double check that the correct request is submitted by:
    a. viewing the **"Summary"** section

   b. AND viewing the **"New Absence Request"** on the adjacent calendar.
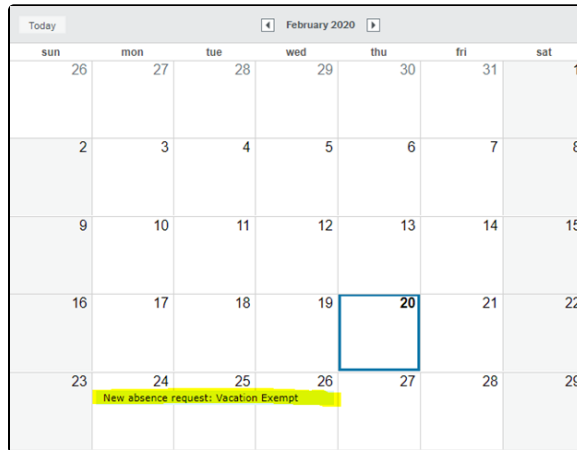
6. If you are ready to submit, click **"Send for Approval"** button at the bottom of the page when you are finished.
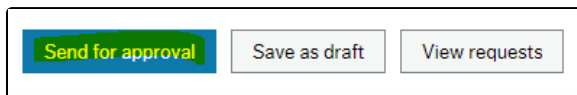
Note: Alternatively, you can select **"Save as draft"** to save and revisit this request at a later date, before submitting to your manager/ supervisor.

7. You will receive notice of approved/rejected requests through notification button (i.e. bell icon) on the home screen.
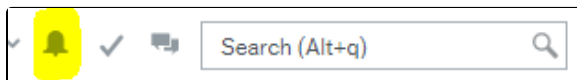
8. To view all requests in their different stages (i.e. "Draft", "In progress", "Approved"), return to the "**Absences**" landing page.