How to Request Leave and Absences

1. Sign into **ctcLink** at https://gateway.ctclink.us/

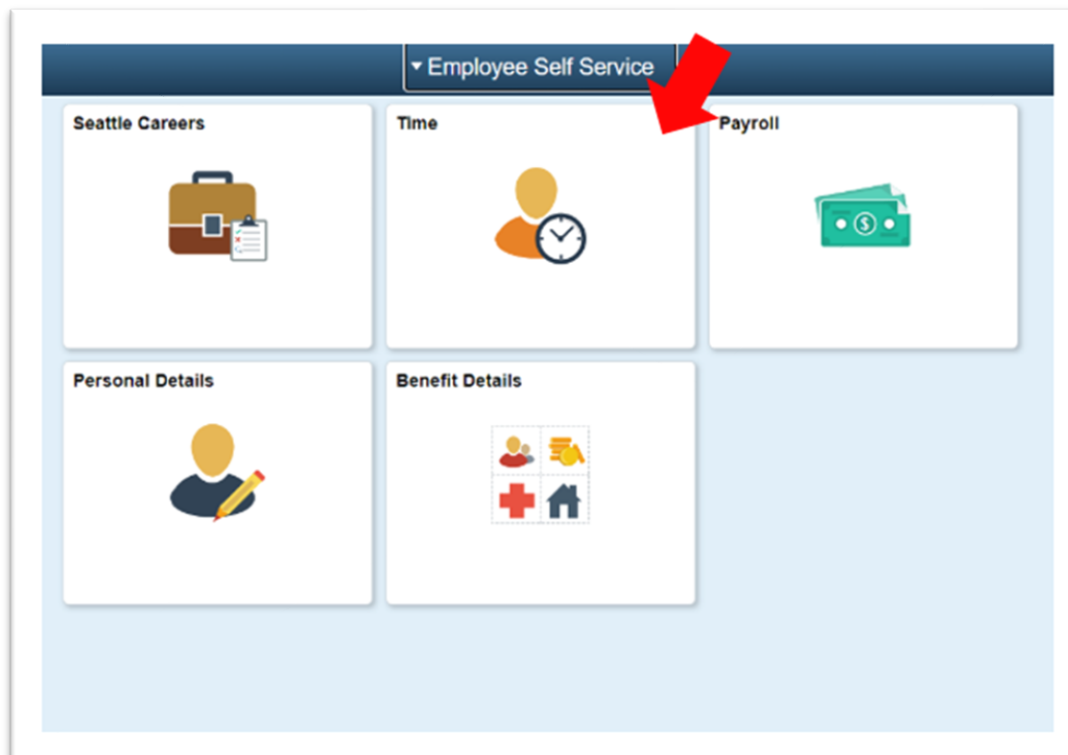2. You may be brought to a screen to select a tile. If so, select the appropriate tile.
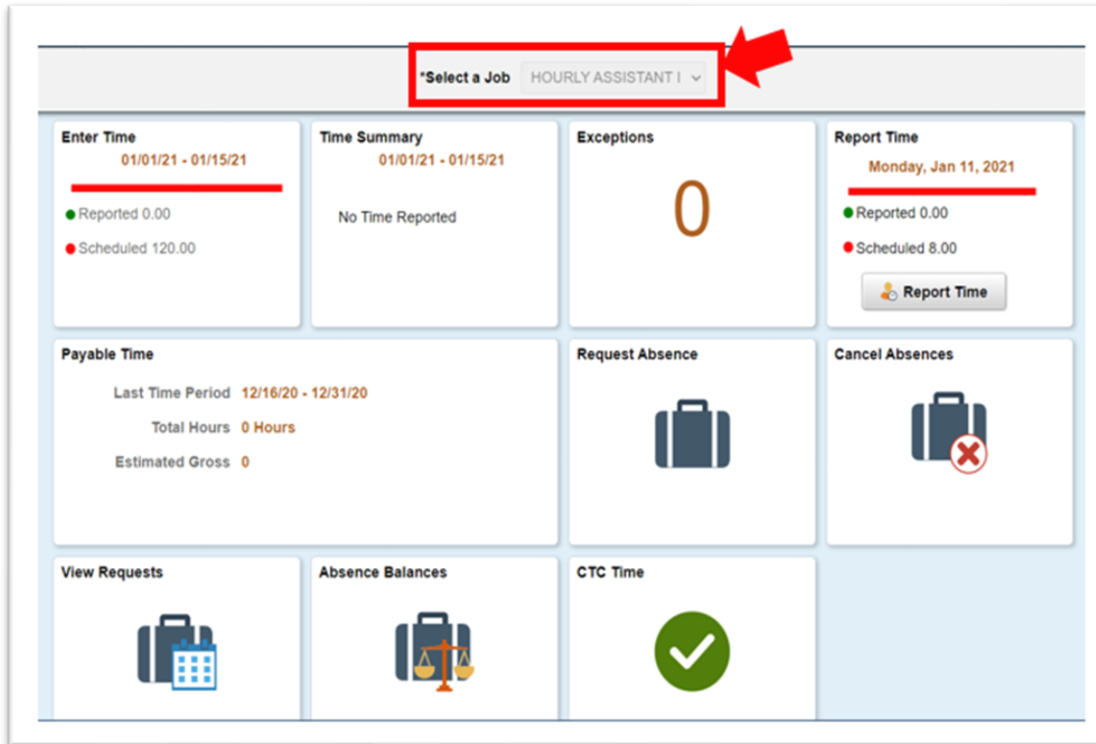

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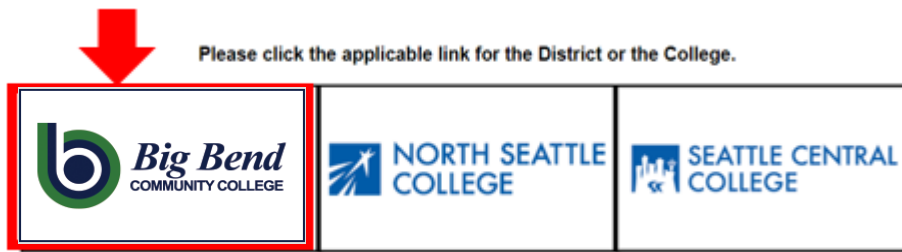
3. Once signed in to your ctcLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.
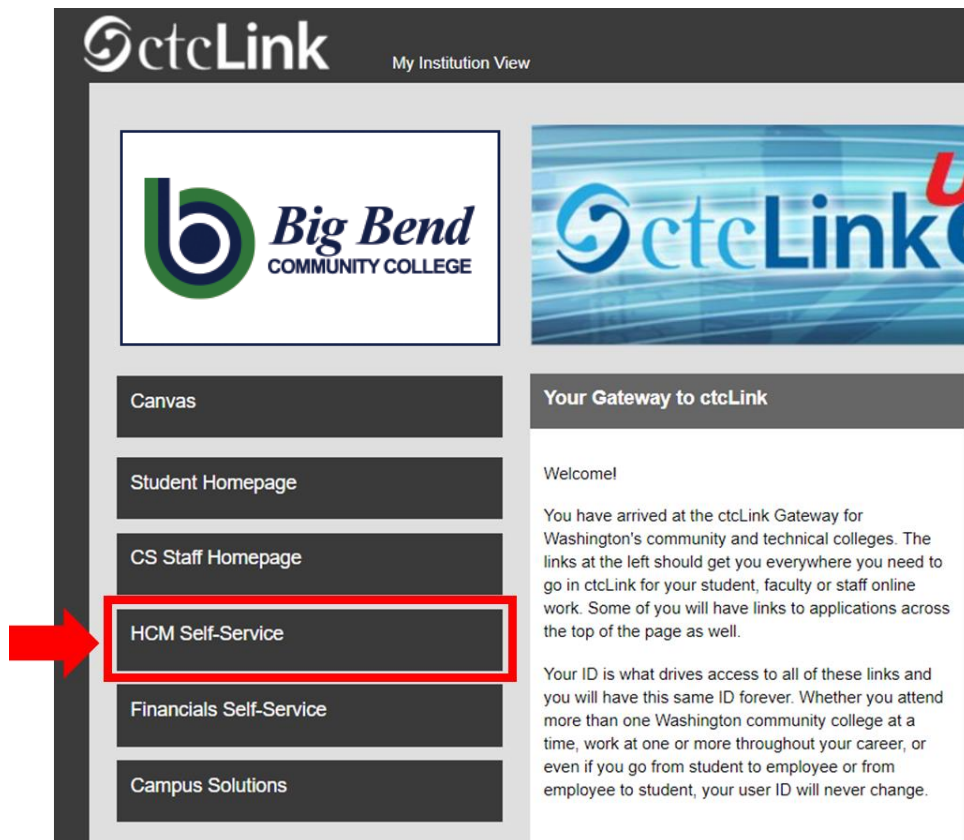
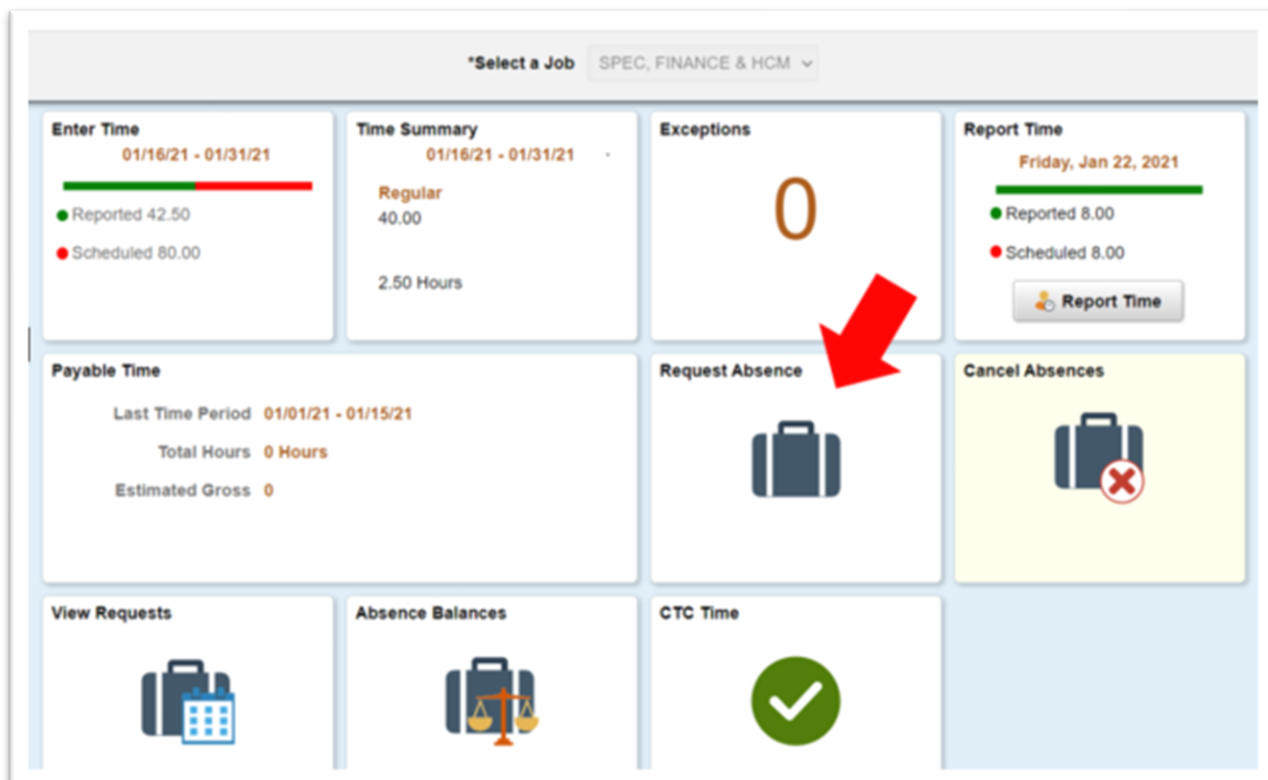4. Select the "Time" Tile from your Employee Self Service page

5. At the top of the page, make sure the correct job had been selected. For most people, there is only one job so this drop-down box will be greyed out.

6. Click on the "Request Absence" Tile
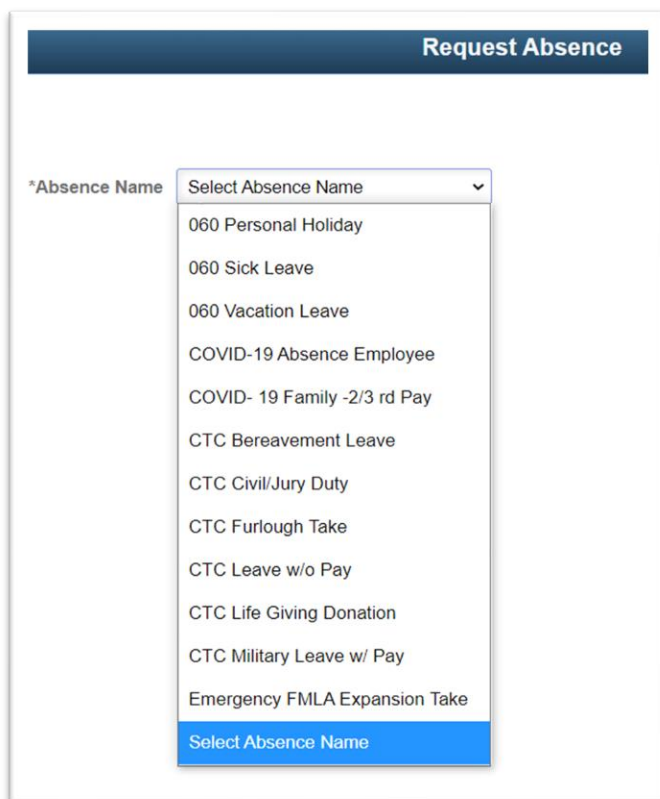
7. You will be taken to the Absence Request Page. From the Drop Down, select the type of Absence you would like to request, then click submit.

8. You will need to select the type of leave you are requesting:

Common Leave Request Types

060 Personal Holiday: This request is to use Personal Holiday days.

060 Sick Leave: This request is to use normal Sick Leave.

060 Vacation Leave: This request is to use normal Vacation Leave.

9. After selecting the Leave Type, remember to click Submit.

10. You will be taken to the Absence Request Entry Page.

For full day off requests:

    a. In the "Reason" drop down, select the appropriate reason.
    b. Select the correct Start Date
    c. Select the correct End date
    d. Type an explanation for the leave request in the "Comments" box

For partial day off requests, follow step a-c above, then proceed as instructed below.
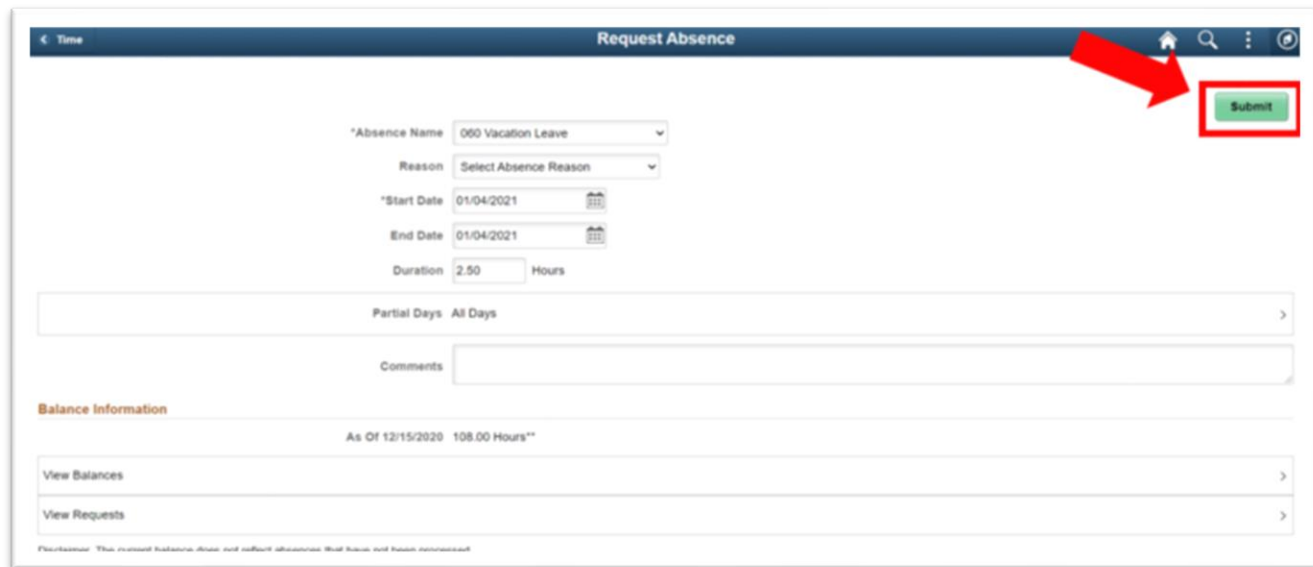
    e. Click on "None" next to Partial Days, a "Partial Days pop-up will appear.
    f. Select "All Days" from the drop down menu
    g. For half day, leave the "All Days are Half Days" toggle on "yes"
    h. For less than half days, toggle to "No", and type the number of hours needed,
    i. Click "Done"

9. Once you have input all of your time off requests, select the Submit button on the upper right hand corner.

10. Your Absence request has now been submitted. Your supervisor will receive the leave request.