

Online Leave Request

1. Employee logs in to EagleNet and clicks on EagleNet for Employees.
2. Employee selects Leave Request Form link.
3. Employee completes online leave request form, selecting leave type, date and hours requested.
4. Employee confirms leave request.
5. Email is sent to the appropriate supervisor
6. Supervisor logs in to EagleNet and clicks on EagleNet for Employees
7. Supervisor selects Supervisor Leave Approval link.
8. Supervisor selects appropriate employee
9. Supervisor has choice to approve or disapprove
 - a. If Supervisor approves, an email notice that leave is approved is sent to Employee
 - b. If Supervisor disapproves, an email notice is sent to Employee that leave has been disapproved