

REQUESTING EXCUSED ABSENCE IN ITAS

The following guide details how to request excused absence in ITAS. For questions regarding eligibility, contact workflex@mail.nih.gov.

STEPS TO REQUEST EXCUSED ABSENCE:

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- ▶ Request Leave
- ▶ Request Telework
- ▶ Certify Timecard
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty

- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages

Request Leave

A field with an asterisk (*) before it is a required field.

*Start Date: End Date:

Leave Type: Annual Leave Sick Leave Leave Without Pay Other Types

For partial day leave only,
Select the start time and enter the number of hours, or select the start and end times.

1. Click the Request Leave menu item
2. Select Other Types

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*Start Date: End Date:

For partial day leave only,
Select the start time and enter the number of hours, or select the start and end times.

3. Enter the Start Date
4. Select a Start Time
5. Select an End Time or enter the Number of Hours

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Start Time
Hour: Minute: AM PM

End Time
Number of Hours:

OR
Hour: Minute: AM PM [Calculate Hours](#)

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6. Enter the total hours next to Excused Absence

7. Enter appropriate comment(s).

Commonly used codes:

Reason	Comment Code
To receive COVID-19 Vaccination	COVID-19 Booster
Family Member COVID-19 Vaccination	COVID-19 Vaccine- Family
COVID-19 Vaccine Side-Effects	COVID-19 Vaccine Side-Effects
Family Member Vaccine Side-Effects	COVID-19 Family Vaccine Side-Effects

8. Click the OK button

New Request

Leave type	Balance	Hours	Remark
Annual Leave	264.0	<input type="text" value="0.0"/>	Projected: 130.0
Sick Leave	128.0	<input type="text" value="0.0"/>	
Comp Time	0.0	<input type="text" value="0.0"/>	
Religious Comp Time		<input type="text" value="0.0"/>	
Comp Time for Travel (CTT)	0.0	<input type="text" value="0.0"/>	
Credit Hours	10.0	<input type="text" value="0.0"/>	
FMLA Leave	480.0		
FMLA - Annual Leave		<input type="text" value="0.0"/>	Birth of a child/care of a newborn
FMLA - Sick Leave		<input type="text" value="0.0"/>	Birth of a child/care of a newborn
FMLA - LWOP		<input type="text" value="0.0"/>	Birth of a child/care of a newborn
Expanded FMLA (LWOP)	24.0	<input type="text" value="0.0"/>	Elder Care
Family Friendly Leave	104.0	<input type="text" value="0.0"/>	Care of family member - child birth
Military Funeral Leave		<input type="text" value="0.0"/>	
Excused Absence		<input type="text" value="0.0"/>	
Court Leave		<input type="text" value="0.0"/>	Juror
Voting Leave		<input type="text" value="0.0"/>	
Bone Marrow Donor	56.0	<input type="text" value="0.0"/>	
Organ Donor	240.0	<input type="text" value="0.0"/>	
Preventive Health	4.0	<input type="text" value="0.0"/>	
Leave Without Pay		<input type="text" value="0.0"/>	
Leave Comments	<input type="text" value=""/>		

Existing Leave Requests

There are no existing requests

An email is automatically sent to the employee's LAO and the employee each time a Leave Request is submitted.