

# Leave Requests

1. Enter your username and MyHolmes Password
2. Click "Login"

**HOLMES**  
COMMUNITY COLLEGE

Secure Login

Username:  
kbaker

Password:  
|

[Set / Reset Password](#)

**LOGIN**

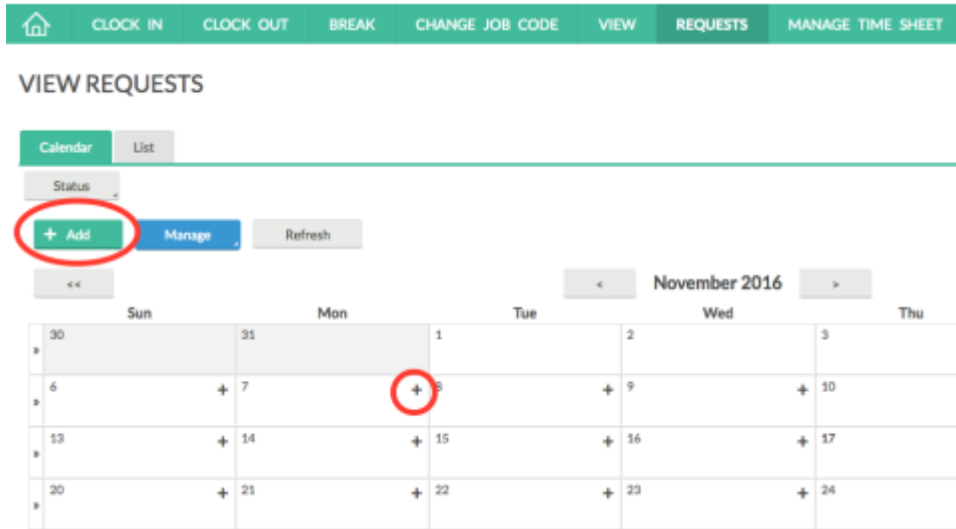
**Note:** Passwords are case sensitive.  
**Technical Support:** 1-888-422-4457 | Live Tech Support

Holmes  
Holmes CC Main Page

3. Select "Requests"



4. From the calendar that appears below, change to the month and the day that you are requesting off and then click the + (plus) symbol on that specific day  
OR  
Click the green Add button



5. From the templates on the left, select the reason most appropriate for your day(s) off
6. Confirm that the Date requested field matches the day that you are requesting off
7. Select your start time if different from the time displayed
8. Change the number of days to the appropriate amount, if applicable
9. Enter a different description if wanted (ex. Fishing Trip)
10. Click the blue "Save" button
11. The requested day(s) off should then appear in the calendar with a "Pending" title.  
Your supervisor will then be notified of your time off request.

### Add Employee Request ?

---

**Templates**

- Excused Absence
- Extraordinary Day
- Sick Full Day 12 Mth
- Sick Half Day 12 Mth
- Vacation Full Day
- Vacation Half Day

Employee **John Baker [1039]**

Date requested

Start time

Hours

Days

Leave code

Description

Accruals
Cancel
Save