

# Absence Request

## Approving Official Users Guide

### Types of Absences

The following types of absences can be submitted via Direct Access:

1. Leave Inside Continental US:

- INCONUS leave is the authorized absence of an individual from a place of duty within the continental U.S., chargeable against such individual in accordance with applicable law.

2. Leave Outside Continental US:

- OUTCONUS leave is the authorized absence of an individual from a place of duty outside of the continental U.S., chargeable against such individual in accordance with applicable law.

**Note:** Special liberty and INCONUS/OUTCONUS leave cannot not be combined to permit continuous absence from the duty station. A member may not be on leave, immediately return to liberty status, then immediately resume leave status.

3. Sick Leave:

- Sick leave is not chargeable as leave, but all periods will be reported.

4. Adoption Leave:

- Adoption leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- Up to 21 days per calendar year can be authorized to attend to associated family needs immediately following the adoption of a child.
- Shall be used consecutively and may be used in conjunction with regular INCONUS/OUTCONUS leave.
- In the event that two members of the Commissioned Corps who are married to each other adopt a child in a qualifying child adoption, only one such member shall be allowed adoption leave.
- Adoption leave is not authorized when the child already lives with the parent(s), such as foster child adoption or when one parent is the natural parent and the other is a stepparent.

5. Paternity Leave:

- Paternity leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- A married member on active duty, whose wife gives birth to a child, is entitled to 10 days of paternity leave to be used in connection with the birth of the child.
- Paternity leave shall be used consecutively and may be used in conjunction with regular INCONUS/OUTCONUS leave.
- Paternity leave cannot be combined with special liberty to permit continuous absence from duty station.

6. Maternity Leave:

- Maternity leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- Any female member may be granted up to 42 consecutive days (56 consecutive days if Caesarean section) beginning the day following the day of hospital discharge, not the day of delivery.

7. Post Deployment Mobilization Respite Absence (PDMRA):

**Note:** PDMRA is analogous to PHS Post-Deployment Respite Absence (PDRA).

- PDRA is authorized for a Corps officer who deploys in support of response operations or contingencies for 14 or more consecutive days away from their PDS and outside of their PDS catchment/normal commuting area (usually 50 mile radius of PDS). Actions and activities that are within the normal scope of an officer's billet description are exempted from PDRA.
- PDRA must start within 48 hours upon return to the catchment area of his/her PDS, or on a non-duty day (e.g. Saturday, Holiday etc.), and used consecutively. The officer need not physically report to his/her duty station prior to taking PDRA; however, authorization is still required.

**VERY IMPORTANT:** Absence Requests shall not be used for regular leave taken in conjunction with PCS transfer as that time will be requested and approved through that specific process and entered into Direct Access as part of that transaction by CC HQ.

**Absence Request Eligibility**

The chart provided below represents absences that are chargeable against a member's leave balance.

Type of Absence	Updates Leave Balance
Leave Inside Continental US	Y

Leave Outside Continental US	Y
Sick Leave	N
Adoption Leave	N
Paternity Leave	N
Maternity Leave	N
PDMRA	N

## How to Approve or Deny a Pending Absence Request

The Absence Request Approving Official will receive an e-mail notification that an Absence Request by the member needs to be approved or denied.

**Note:** The approver may also make a change to the Absence Request prior to approving it.

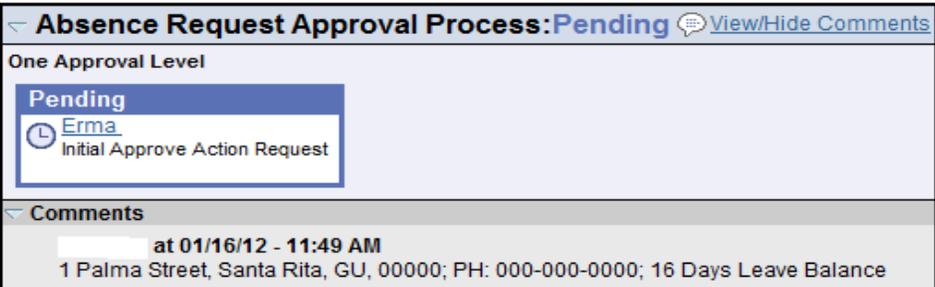
There are 2 ways an approver can access the Absence Request to approve or deny it. They can pull up the Absence Request by:

### 1. Email Notification:

Step	Action
1	Click on the link within the Absence Request notification e-mail.
2	Log into the system and then go to Step 8 on the next page.

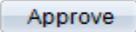
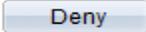
### 2. Logging into the system and using the View My Absence Requests page:

Step	Action
1	Log into Direct Access.
2	Click on the Request Link (upper left corner of the portal page).
3	Click on the View My Absence Requests link. <div data-bbox="289 1371 1122 1608" data-label="Image"> </div>
4	The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For". The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Absence Requests that have been submitted to them. <div data-bbox="293 1766 1417 1837" data-label="Image"> </div>

	<p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted to the approver and are in a pending status.</p> <p>Transaction Status: <input type="text" value="Pending"/></p>
5	Click the Populate Grid button.
6	<p>If there are many Absence Requests that need to be approved, click the 'Find' link on the grid within the page and enter the member's EMPLID and click OK. This will bring the member's Absence Requests to the top.</p>  <p>Note: the grid allows you to sort the information within it. Just click on any one of the headers and the grid will sort it based off of the header chosen.</p>
7	Click on the Approve/Deny link on the Absence Request row that needs to be approved or denied. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.
8	<p>Review the data on the page. The following fields should be filled out:</p> <ul style="list-style-type: none"> <li>• Type of Absence</li> <li>• Begin Date</li> <li>• End Date</li> <li>• Approver</li> </ul> <p>If changes are needed to any of the fields above, the approver will need to make the change prior to approving the Absence Request. The approver field cannot be changed.</p>
9	<p>Comments must be entered. If changes were made to the Absence Request or it will be denied, a reason must be entered in the Comments block on why it was changed or denied.</p> <p><b>Note:</b> The comments that were entered by the member will not show up within the Comments block. The member's comments will show up under the Absence Request Approval section (may need to click the View/Hide Comments to have the comments display), as shown below:</p> <p><b>Absence Request Approval</b></p> 

## How to Approve or Deny a Pending Absence Request

Continued

10	<p>Click the 'Approve' or 'Deny' button.</p> <p> </p> <p>The system will then send an email notification to the member letting them know that their Absence Request was either approved or denied.</p> <ul style="list-style-type: none"><li>• If the Absence Request was approved, it will show an Approved status on the View My Absence Page.</li><li>• If the Absence Request was denied, it will show a Denied status on the View My Absence Page.</li></ul>
11	<p>To approve another Absence Request, close the window that brought up the Absence Request and repeat the steps above.</p>

### Example of an Approved Absence Request Notification E-Mail that will be sent to the member:

<p>----- Forwarded Message ----- From: "UCGPHT5@corio.com" &lt;UCGPHT5@corio.com&gt; To: direct.a.user@uscg.mil Sent: Wednesday, April 11, 2012 3:10 PM Subject: Absence Request Approved</p> <p>Your absence request for Paternity Leave has been approved.</p> <p>Note: If the absence dates should change, it is your responsibility to notify the appropriate people.</p>
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### Example of a Denied Absence Request Notification E-Mail that will be sent to the member:

<p>----- Forwarded Message ----- From: "UCGPHT5@corio.com" &lt;UCGPHT5@corio.com&gt; To: direct.a.user@uscg.mil Sent: Wednesday, April 11, 2012 3:13 PM Subject: Absence Request Denied</p> <p>Your absence request for Leave - OUTCONUS has been denied.</p> <p>To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.</p>
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## How to Change/Deny an Approved Absence Request

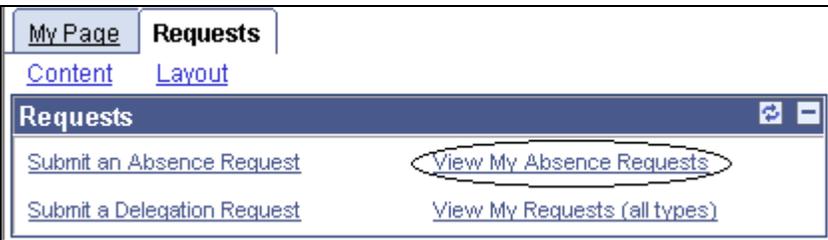
There will be instances when the member's approved Absence Request will need to be changed or denied. Only the Absence Request Approving Official may change or deny an approved Absence Request and only if the Absence Request has not processed. The Absence Request will be processed the day after the member's Absence Request End Date.

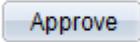
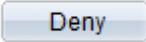
*Example: Member's approved Absence Request has an absence begin date of 12 March 2012 and an end date of 16 March 2012. Duration of absence is 5 days. Today's date is 15 March 2012 and the member decides to return on this date. Since the member's absence end date has not passed yet, the Absence Request Approving Official can go into the Absence Request and change the dates.*

The Absence Request will be not be updateable after the absence end date has occurred and only CC HQ will be able to make the change to the absence period in Direct Access.

*Example: Member's approved Absence Request has an absence begin date of 12 March 2012 and an end date of 16 March 2012. Duration of absence is 5 days. Today's date is 19 March 2012 and it is determined that the member returned on 15 March 2012 vice 16 March 2012. Since the member's absence end date has passed already and the Absence Request is locked down due to it already being processed, CC HQ will need to make the changes in Direct Access.*

### Change/Denial needed on or before Absence Request has Processed – Absence Request Approving Official:

Step	Action
1	The member notifies the Absence Request Approving Official that their Absence Request needs to be withdrawn or changed and what the change should be. Notification will be by e-mail, phone, or in person. <b>OR</b> The Absence Request Approving Official decides they want to deny the approved Absence Request.
2	The Absence Request Approving Official will log into Direct Access.
3	Click on the Request Link (upper left corner of the portal page).
4	Click on the View My Absence Requests link. 
5	The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For".

	
	<p>The Transaction Status field should be defaulted to 'Pending'. Change it to 'Approved'. This will show all the Absence Requests that are in an approved status.</p> <p>Transaction Status: <input type="text" value="Approved"/></p>
6	Click the Populate Grid button.
7	<p>If there are many Absence Requests in an approved status, click the 'Find' link on the grid within the page and enter the member's EMPLID and click OK. This will bring the member's Absence Requests to the top.</p>  <p>Note: the grid allows you to sort the information within it. Just click on any one of the headers and the grid will sort it based off of the header chosen.</p>
8	Click on the View Details link on the Absence Request row that needs to be changed. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.
9	If making a change, make the necessary changes to the Absence Request.
10	In the Comments field enter the reason for the change or denial.
11	<ul style="list-style-type: none"> <li>If a change was made, click the 'Approve' button.</li> </ul>  <p>The system will then send an email notification to the member letting them know that their Absence Request was approved. The Absence Request will remain in an Approved status on the View My Absence Requests page.</p> <ul style="list-style-type: none"> <li>If the Absence Request is being denied, click the 'Deny' button.</li> </ul>  <p>The system will then send an email notification to the member letting them know that their Absence Request was denied. The Absence Request will show a Denied status on the View My Absence Requests page.</p> <p><u>Absence Request – Change to Approved Request (email to member)</u></p> <p>From: "UCGPHT5@corio.com" &lt;UCGPHT5@corio.com&gt;  To: direct.a.user@uscg.mil; direct.a.user@uscg.mil  Sent: Wednesday, April 11, 2012 3:13 PM</p>

<p>Subject: Absence Request Change</p> <p>The dates on your approved absence request for Paternity Leave have been changed.</p> <p>To review your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.</p>
<p><b><u>Absence Request – Approved Request Changed to Denied (email to member</u></b></p>
<p>From: "UCGPHT5@corio.com" &lt;UCGPHT5@corio.com&gt; To: direct.a.user@uscg.mil Sent: Wednesday, April 11, 2012 3:23 PM Subject: Absence Request Denied</p> <p>Your previously approved absence request for Paternity Leave has been denied.</p> <p>To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.</p>