Instructions
Submitting a Leave of Absence eForm

Go to www.grcc.edu/loa and select click the link for the Leave Of Absence form.

The form will attempt to load in your browser. Internet Explorer may attempt to download and install Java, which is used to render the electronic form. Occasionally Firefox, depending on the version, will take longer to download Java and will display a black screen until it's completed.

Application for Leave of Absence

Personal Information

*Employee Id

*Employee Name

*Email

*Employee Group

[toolbar: Insert Space | Table | Picture | Screen Clipping | Link | Attach File | File Printout | Scanner Printout | Record Audio | Record Video | Date | Time | Date & Time | Equation | Symbol]
[Insert | Tables | Images | Links | Files | Recording | Time Stamp | Symbols]

Leave

*Purpose of Leave (give brief explanation)

*Event Name

*Event Location

*Event Start Date

*Event End Date

Will this leave be taken on an intermittent basis or include non full days? If so, please describe

Check all that apply

☐ Grant/special fund for reimbursement

☐ General Leaves:

☐   Leave without pay (short term)

[Submit] [Reset] [Print] [Attachments]

Once the application loads, it should look similar to this. If not, please contact ithelp@grcc.edu.

The fields that are required to submit the Leave of Absence are represented by a red asterisk.

The email field will only accept grcc.edu email addresses.

If you select Faculty or Adjunct Faculty from the Employee Group drop down, an additional drop down menu with a list of Department Heads and Program Directors will be visible. If you are Faculty or Adjunct Faculty please select your Department Head or Program Director. This is the individual that will receive your Leave of Absence first. They will review your request and send it to your Associate Dean for approval.

If you select any other options other than Faculty or Adjunct Faculty from the Employee Group drop down, you will be presented with a Supervisor drop down. If you a member of an employee group other than Faculty or Adjunct Faculty, then select your Supervisor from the list.

They will review your request for approval and route it to other approvers for additional approvals if necessary.

*Event Start Date

*Event End Date

Will this leave be taken on an intermittent basis or include non full days? If so, please describe

The Event Start Date and Event End Date does allow for past dates (for an event that you have already attended and are submitting a Leave of Absence after the fact). You can enter the date manually or select the date from the calendar control.

Check all that apply

☐ Grant/special fund for reimbursement

☐ General Leaves:
☐   Leave without pay (short term)
☐   Leave with no college expense
☐   Leave on non-working day

☐ Court Appearance

☐ Jury Duty

☐ Military Leave

☐ Faculty Leave Within Contract Allowance

☐ Faculty Leave Beyond Contract Allowance

☐ Administrative Request

   (Budget charged: ☐ Deans ☐ Department)

☐ Class/Athletic Trip

☐ Union Business

Check all types of leaves that apply for this request.

Travel and Expenses

*Do you need flight arrangements set up?
○ Yes ○ No

If yes, please describe arrangements (car rental pickup at airport only).

What are your estimated travel expenses? (If none, enter 0)

*Transportation	$	
*Lodging, Meals, Misc	$	
*Banquet	$	
*Registration	$	
Total	$	

Account Number

If you need flight arrangements, please select yes and describe the arrangements in the text area directly below. Financial Services will be in contact with you for any additional information that they will need from you to set up the travel. Please note that car rentals can be arranged as well, but they can only be picked up at the airport.

Please include any travel expenses, and they will automatically be totaled up for you.

If you know the account number that the travel expenses will be deducted from, please include it. If you don't know your account number, your Supervisor or Associate Dean will complete this section for you after it's submitted into ImageNow. If total equals zero then "Not Applicable" will be automatically inputted into the account number field. If the Leave of Absence is for IIPD or SSPD please enter that into the account number field.

Learning Plans

*How many of the event hours apply to your learning plan? (If none, please enter 0)

Under which GRCC Professional Skills Category should these hours be recorded?

If you want to apply any hours from the event to your Professional Development Summary, please enter them here and select the GRCC Professional Skills Category that they correspond to.

Insurance

*Are you driving your personal vehicle to conference/function? (If yes, complete **all** questions below)
○ Yes ○ No

Insurance Company Name

Does your policy have a public liability minimum of $100,000 per person?
○ Yes ○ No

Does your policy have a public liability minimum of $300,000 per accident?
○ Yes ○ No

Does your policy have a property damage minimum of $5,000 per accident?
○ Yes ○ No

Does your policy have a property damage minimum of $10,000 aggregate?
○ Yes ○ No

☐ *I confirm that all of the information submitted here is accurate

If you are planning on driving your personal vehicle, you must fill in your insurance company name as well as validate that you carry at least the minimum for public liability and property damage.

Finally, you must select the "I confirm" checkbox, stating that the information you are about to submit is accurate. Upon checking the checkbox, some form validation will execute behind the scenes. If there are any issues you will receive a notification on what information needs to be corrected.

Submit   Reset   Print   Attachments

Once you have validated the information on the form, you can submit the form. If you have any attachments that need to be submitted with the Leave of Absence, you can do so by clicking the attachments button.

Once you click the submit button, your application will be sent to ImageNow. You will see that the form was submitted to the left of the Submit button. The form values will be disabled, but you can print a copy of your request if you chose to by clicking the Print button.
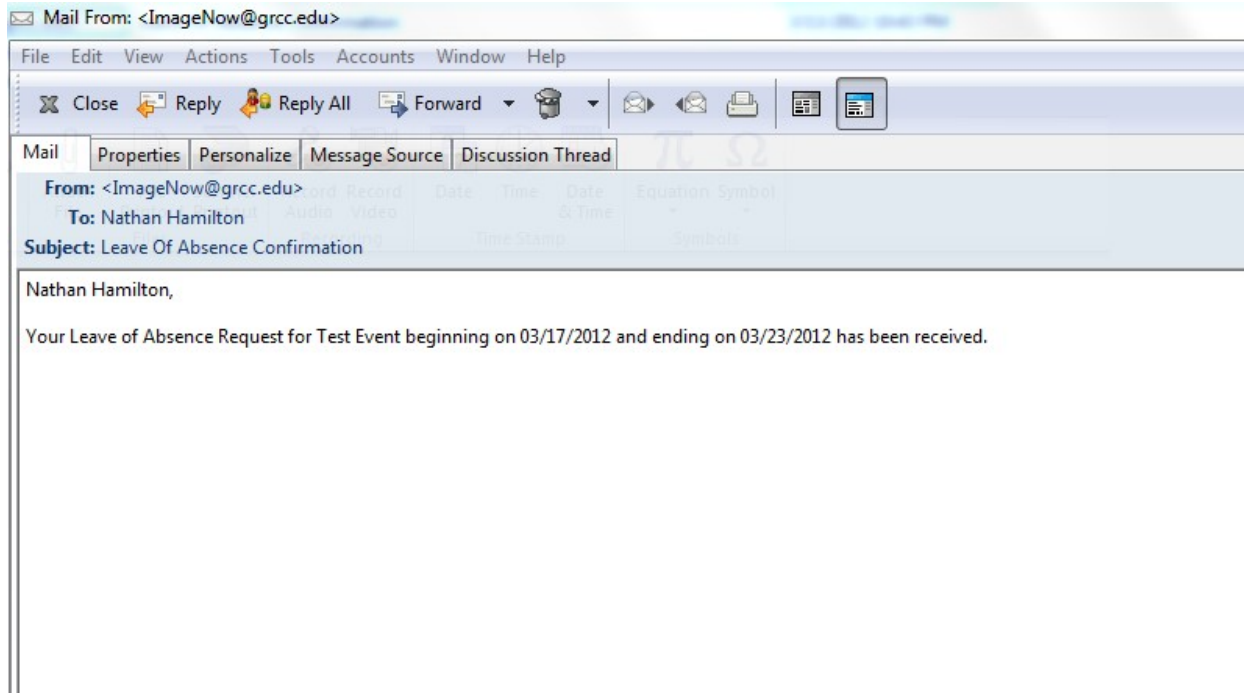
Once your request has reached the approval workflow in ImageNow, you will receive a confirmation stating that ImageNow has received your request. The confirmation will be sent to the email address you provided on the application.

You will also receive an approval confirmation once your Leave of Absence has received all the necessary approvals. Time varies on how long it will take to receive this confirmation. It all depends on the number of approvals needed for your Leave of Absence and the time it takes for the approvers to review and approve your Leave of Absence.

In the event that your Leave of Absence is denied a HR representative will notify you that your request was denied along with an explanation for the denial.

Your request will remain in ImageNow, so there is no need to send any printed or electronic copies of your Leave of Absence to anyone like you used to with the old carbon copy form.