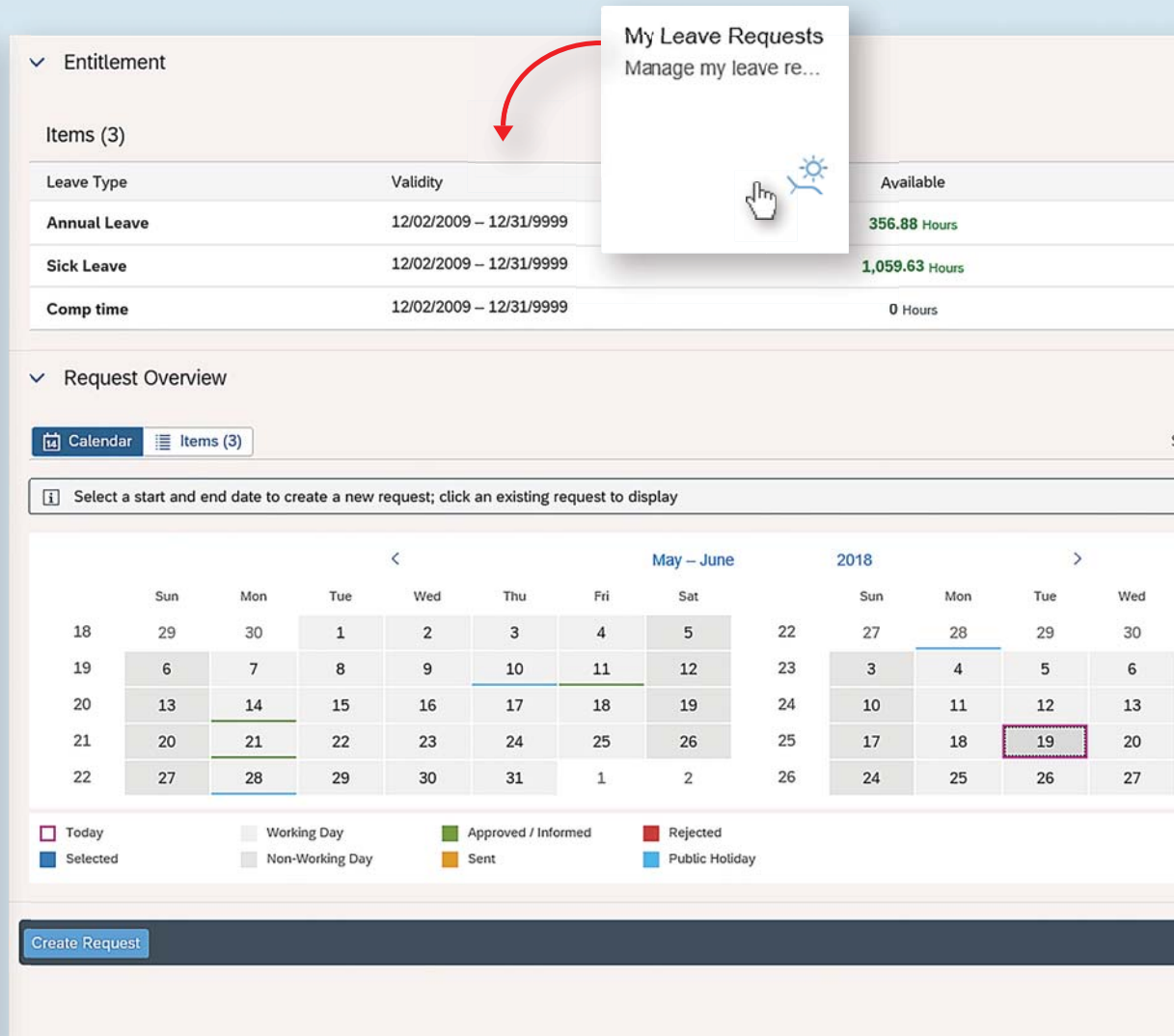


MySCEmployee becomes SCEIS Central this fall.

My Leave Requests displays leave information and provides the ability to create leave requests.

- ☾ Entitlement lists available and planned leave hours.
- ☾ The Request Overview offers:
 - Calendar and list views of leave with corresponding statuses (approved, sent, rejected, etc.).
- ☾ Create Request leads to the screen where leave requests are created and saved/submitted to the Approver.



The screenshot displays the 'My Leave Requests' interface. At the top, there is a dropdown menu for 'Entitlement' with a red arrow pointing to a 'My Leave Requests' tooltip that says 'Manage my leave re...'. Below this is a table of entitlements:

Leave Type	Validity	Available
Annual Leave	12/02/2009 – 12/31/9999	356.88 Hours
Sick Leave	12/02/2009 – 12/31/9999	1,059.63 Hours
Comp time	12/02/2009 – 12/31/9999	0 Hours

Below the entitlements is the 'Request Overview' section, which includes a 'Calendar' tab and an 'Items (3)' tab. A message box says: 'Select a start and end date to create a new request; click an existing request to display'. The calendar view shows the months of May and June 2018. The date 19th of June is highlighted with a red dashed box. A legend at the bottom identifies various day statuses: Today (pink), Selected (blue), Working Day (light green), Non-Working Day (light grey), Approved / Informed (dark green), Sent (orange), Rejected (red), and Public Holiday (light blue). A 'Create Request' button is located at the bottom of the interface.

Detailed training will be available in **MySCLearning** beginning August 1.