Effective January 10, 2024, new hires (Exempt, Non-Exempt, and At-will Regular employees) will have access to use Annual Leave during their first six months. This leave usage must be approved by the Administrative Head of your court or location.

Annual Leave can be requested by **submitting an Absence Request** or **in the Absence area at the bottom of your timesheet.**

Submitting an Absence Request:

1. Log into CONNECT
2. Click the MDJ My Page drop down in the top left corner and select **Employee Self Service**.
3. Click the tile that says **Absence Request**. The Request Absence page will appear
    a. **Start date** – The first day off that is being requested.
    b. **End Date** – The last day of leave requested that you will be off. It will be the same as the start date if it is only one day.
    c. **Absence Name** – Select Annual Leave.
    d. **Reason** – Select Annual Leave (the form will drop down and your current Annual leave balance will appear on the right).
    e. **Partial Days** - If no days are partial days leave this at **None.** If only taking part of the day off, click the drop down for Partial days and select the appropriate option, typically **Start Day Only**.
    f. **Duration** – Enter the number of hours that you are requesting to be off.

4. **Calculate End Date or Duration** – this allows CONNECT to fill in the form completely with either the End Date or the total duration of the leave.
5. Click **Forecast Balance** to determine eligibility to take leave. CONNECT will calculate the current leave amounts, as well as any future leave that will accrue by the date of leave.

6. If there is sufficient leave time of the type selected, CONNECT displays a message indicating the submitter is eligible. Click the **Submit** button to send the request electronically to be approved by your Administrative Head (Clerk of Court, Administrative Clerk, Director etc.).*

*If using Annual Leave during your first 6 months of employment, it must be approved by your Administrative Head.

Submitting an Absence Request from the timesheet:

1. Click the MDJ My Page drop-down in the top left corner and select **Employee Self Service**.
2. Click the tile that says **Timesheet.**
3. Navigate to the timesheet that includes the date to be requested.
4. Select the **Absence** tab below the timesheet.

Absence Take	‖▶					
*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status
					Details	
Add Absence Event						

5. Click Add Absence Event and edit the Start Date and End Date to the applicable dates.
6. Select the **Absence Name** drop-down list (Annual Leave).
7. Select the **Reason** from the dropdown list (Annual Leave).
8. Click on **Details** and follow the instructions above in step #3 under **Submitting an Absence Request**, to complete the details.
9. Click **Forecast** by scrolling to the right, to determine eligibility to take the type of leave requested. An eligibility message will display to the left.
10. Click the **Submit** button on the timesheet to submit the request to your Administrative Head (Clerk of Court, Administrative Clerk, Director etc.).*

* If using Annual Leave during your first 6 months of employment, it must be approved by your Administrative Head.
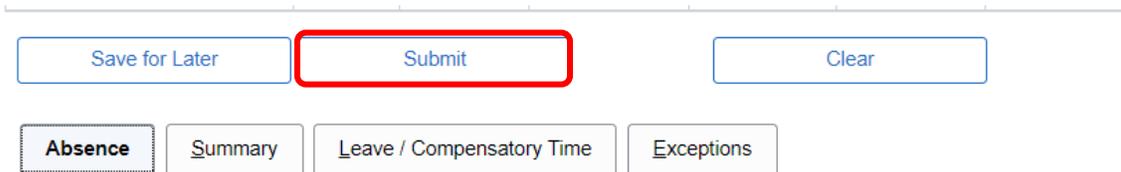
Save for Later	Submit	Clear

Absence	Summary	Leave / Compensatory Time	Exceptions

Absence Events ⑦

Absence Take	‖▶			
*Start Date	End Date	Absence Name	Reason	Duration
01/10/2024 📅	01/10/2024 📅	Annual Leave Take ⌄	Annual Leave ⌄	