Employee Leave Request Form
Replaces paper copy when needed.
All form questions please email payroll@durhamnc.gov

Internal - CODI
https://durhamnc.gov/FormCenter/Finance-30/EMPLOYEE-LEAVE-REQUEST-FORM-254

External - City Website (see additional instructions on page 4)
https://durhamnc.gov/4113/Finance-Divisions#tab0bd4e203-c0c3-4525-82f7-705f800a1d09_3

Complete the following fields:

- Employee Number
- First Name → Last Name
- Division → Department → Supervisor
- Leave Request Date from → Leave request Date To → Total hours requested → Leave Code
  (see highlight for codes w/ asterick)
- Comment – Not required

Select Continue
Select YES - I agree with the Electronic Signature Agreement → Enter your name → Select Continue

EMPLOYEE LEAVE REQUEST FORM

Electronic Signature

ELECTRONIC SIGNATURE AGREEMENT
By checking the "I agree" box below, you agree and acknowledge that 1) your REQUEST FOR LEAVE will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date. 4) LEAVE REQUEST MUST BE APPROVED BY MY SUPERVISOR OR UPPER MANAGEMENT PRIOR TO TAKING LEAVE TO AVOID POSSIBLE DISCIPLINARY ACTIONS.

I agree with the Electronic Signature Agreement*
☑ YES
☐ NO

Digital Signature*
First M Last Name

Continue | Go Back

* indicates a required field

Check Receive an email copy of this form → Enter email address → Select Submit

EMPLOYEE LEAVE REQUEST FORM

Request approval for leave and submit.

PLEASE NOTE:
Please follow the instructions below to request approval. All Leave has to be approved. Once approved your timekeeper will enter your time. This form DOES NOT replace Employee Self Service. If you have access, use ESS, unless you are requesting leave pre-approved by Human Resources

HOW TO SUBMIT, SAVE and PRINT
(1) Check the box beside 'Receive an email copy of this form'. Enter YOUR email address. (2) Select SUBMIT. (3) Answer Security questions/pictures. Select VERIFY. *A copy of this leave request will be emailed to you from CivicsPlus.

☑ Receive an email copy of this form.

Email address
This field is not part of the form submission.

Submit | Go Back
Select security images (Example) ➔ Select Verify

Select all images with crosswalks
Click verify once there are none left.

Locate the Online Form Submission confirmation in your email ➔ Forward the email confirmation to your supervisor for approval and your timekeeper to enter leave requested.

Note: **All** Leave time must be approved prior to taking to avoid possible disciplinary action.
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Select Payroll

Select Employee Request Leave Form