

# Employee Leave Request Form

Replaces paper copy when needed.  
All form questions please email [payroll@durhamnc.gov](mailto: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](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/ asterisk)
- Comment – Not required

Select Continue

**EMPLOYEE LEAVE REQUEST FORM** Sign In to Save Progress

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**Steps**

1. [Employee Information & Time Off Dates Requested](#)
2. [Electronic Signature](#)
3. [Request approval for leave and submit.](#)

**Employee Information & Time Off Dates Requested**

**STOP! This form DOES NOT REPLACE EMPLOYEE SELF SERVICE [ESS]**

If you have access, please use ESS to enter all leave codes available. There are some codes as an option that require pre-approval from HR before using (codes listed with an asterisk\*). Please make sure you have that approval.

Any questions concerning the use of or issues with this form, please email [Payroll@durhamnc.gov](mailto:Payroll@durhamnc.gov)

**VERIFY and FORWARD**

After you have completed the form: (1) Review and close the Employee Leave Request Form screen; (2) Open the email sent from [noreply@civplus.com](mailto:noreply@civplus.com) (Online Form Submission - Employee Leave Request Form); (3) Forward the email to your supervisor (for approval) and timekeeper (for time entry); (4) Your supervisor and/or timekeeper will notify you concerning your requested leave (approved or denied).

**PLEASE NOTE:**

If you selected the incorrect code, please reenter. This is only an electronic form and DOES NOT effect any leave until management approves it and the timekeeper enters your time.

**EMPLOYEE NO.\***

EMP ID

**First Name\***  **Last Name\***

**DIVISION\***  **DEPARTMENT\***  **SUPERVISOR\***

**DATE REQUESTED FROM\***  **DATE REQUESTED TO\***  **REQUESTED HOURS\***  **LEAVE CODE\***

mm/dd/yyyy mm/dd/yyyy TO DATE Enter number of hours requested. -- Select One --  
FROM DATE Select LEAVE CODE from list

**HR Approval Needed for Leave Types Flagged with Asterisk (\*)**

\*HR approval is needed prior to submitting the leave types flagged with asterisk (\*) If you have not received HR approval, do not submit this leave and contact HR at [HRConnect@durhamnc.gov](mailto:HRConnect@durhamnc.gov) to request approval. If the leave code selected does not have a balance available, you will be contacted by your Timekeeper to provide an updated leave code. Floating Holiday hours must be taken for a full day's hours. They cannot not be taken for partial hours.

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

## EMPLOYEE LEAVE REQUEST FORM

[Sign in to Save Progress](#)


Steps	Electronic Signature
<a href="#">Employee Information &amp; Time Off Dates Requested</a>	<b>ELECTRONIC SIGNATURE AGREEMENT</b> 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.  <b>I agree with the Electronic Signature Agreement*</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  <b>Digital Signature*</b> <input type="text" value="First M Last Name"/>  <a href="#">Continue</a>   <a href="#">Go Back</a>
<b>2. <a href="#">Electronic Signature</a></b>	
<b>3. <a href="#">Request approval for leave and submit.</a></b>	

\* indicates a required field

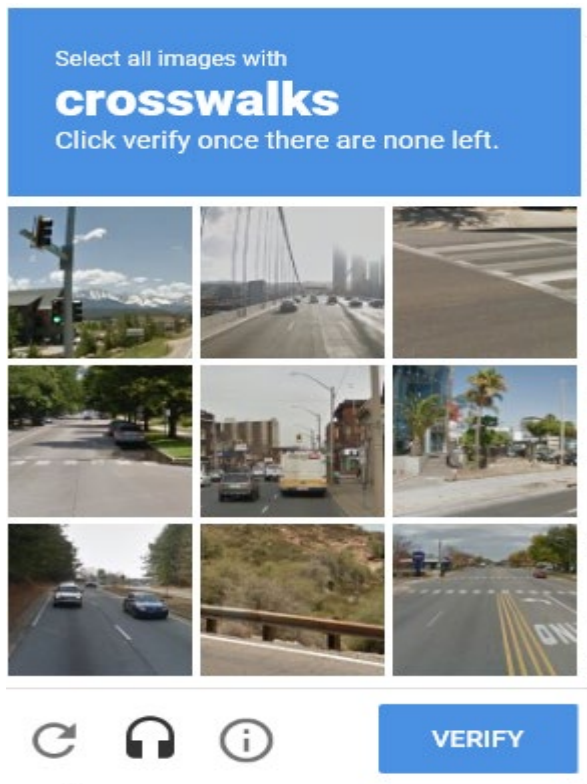
Check Receive an email copy of this form → Enter email address → Select Submit

## EMPLOYEE LEAVE REQUEST FORM

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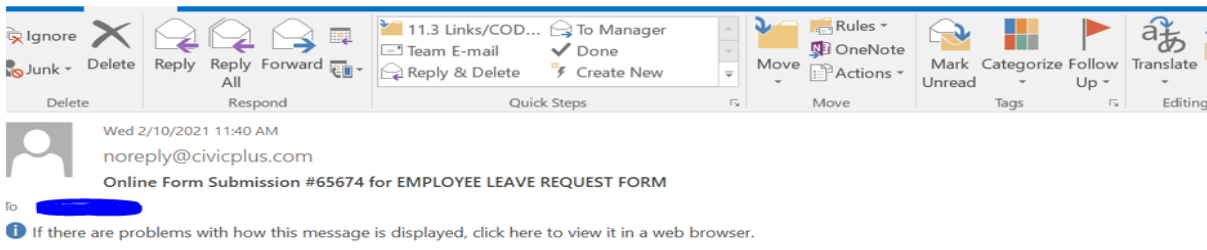
Steps	Request approval for leave and submit.
<a href="#">Employee Information &amp; Time Off Dates Requested</a>	<b>PLEASE NOTE:</b> Please follow the instructions below to request approval. All Leave has to be approved. Once approved your timekeeper will enter your time. This form DOES NOT replace Employee Self Service. If you have access, use ESS, unless you are requesting leave pre-approved by Human Resources
<a href="#">Electronic Signature</a>	<b>HOW TO SUBMIT, SAVE and PRINT</b> (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 Civicplus.
<b>3. <a href="#">Request approval for leave and submit.</a></b>	<div style="border: 1px solid #ccc; padding: 5px;"><p>protected by reCAPTCHA <a href="#">Privacy - Terms</a></p></div> <input checked="" type="checkbox"/> Receive an email copy of this form. <b>Email address</b> <input type="text"/> This field is not part of the form submission.  <a href="#">Submit</a>   <a href="#">Go Back</a>

Select security images (Example) → Select Verify



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.



## EMPLOYEE LEAVE REQUEST FORM

### Employee Information & Time Off Dates Requested

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## External - City Website

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### Select Payroll

The screenshot shows the City of Durham website's Finance Divisions page. At the top, there is a 'CITY UPDATES' banner with a link to 'Durham under N.C. Phase 3 Modified Stay at Home Order'. Below this is the City of Durham logo and navigation links for 'GOVERNMENT', 'DEPARTMENTS', 'SERVICES', 'CONNECT & ENGAGE', and 'ESPAÑOL'. A 'DURHAM ONE CALL SERVICE REQUEST' button is also present. The main navigation bar includes 'FINANCE' and a search bar. On the left, a sidebar lists 'Finance Homepage & Popular Resources', 'Finance Divisions', and 'Contact Finance'. The main content area is titled 'Finance Divisions' and includes a breadcrumb trail: 'Home > Departments > Departments A-F > Finance > Finance Divisions'. A vertical menu on the left lists various divisions: 'DIRECTORS OFFICE', 'ACCOUNTING SERVICES', 'ACCOUNTS PAYABLE - VENDOR PAYMENTS', 'PAYROLL', 'PURCHASING', 'REVENUE COLLECTIONS', and 'RISK MANAGEMENT'. The 'PAYROLL' link is highlighted in blue. To the right, the 'FINANCE DIRECTOR'S OFFICE' section is visible, listing the director's name and contact information.

### Select Employee Request Leave Form

This screenshot shows the same City of Durham Finance Divisions page, but with the 'EMPLOYEE REQUEST FOR LEAVE FORM' link highlighted in yellow in the 'FOR EMPLOYEES ONLY' section. The 'PAYROLL' link in the left navigation menu is also highlighted in blue. The 'CONTACT Payroll' link is also highlighted in blue. The rest of the page layout, including the header, navigation, and sidebar, remains the same as in the previous screenshot.