

Frequently Asked Questions Absence Management Leave Request Cancellation:

1. *What happens to an absence request if no approval is entered by the reports to supervisor or the second level approver after escalation?*

If no action is taken by either the direct supervisor or next level approver (after five business days from the original submission), the request will remain open (status - "submitted") until the payroll cycle in which the absence is to occur, at which time it will be in the Campus Level Approver's queue for approval.

2. *Can I cancel an absence request in the past even if the time was not taken? **

To cancel a leave that has been processed, where the employee did not take the requested time off, the employee must email this request to the direct supervisor for approval with copy to Payroll@mdc.edu. The supervisor's written approval is required prior to the cancellation of any processed leave in the employee record.

3. *How do I get to cancel a submitted/unprocessed leave request in MDConnect?*

Job aids for both ESS and MSS are included with this communication.