

Request Leave - Webmanager

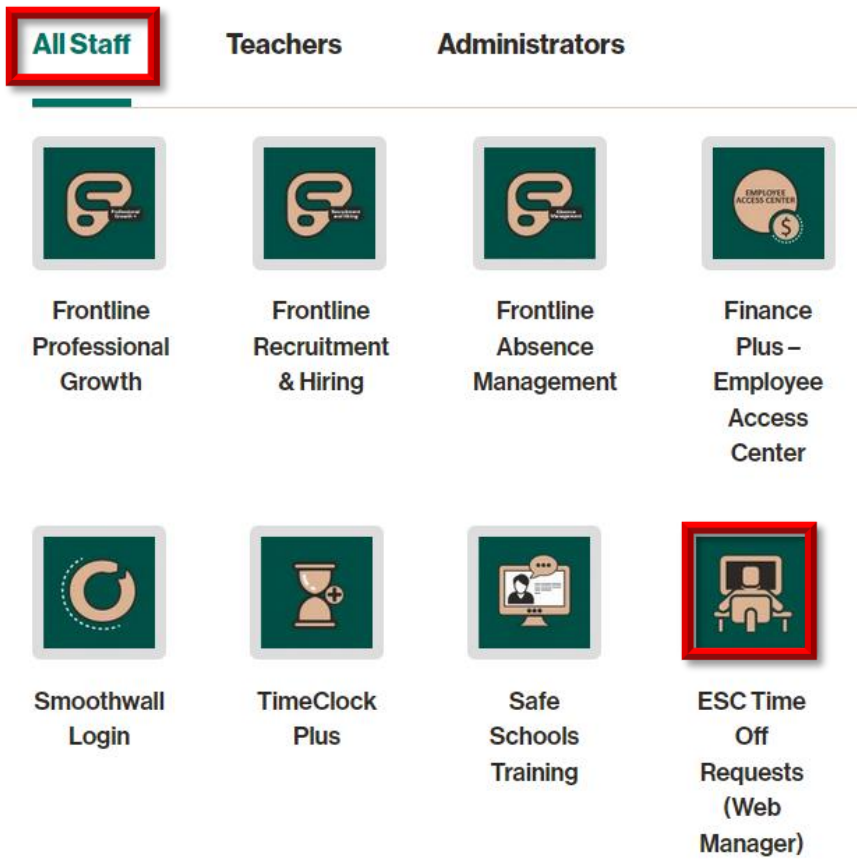
1. Go to <https://www.siouxcityschools.org>

2. Click Staff

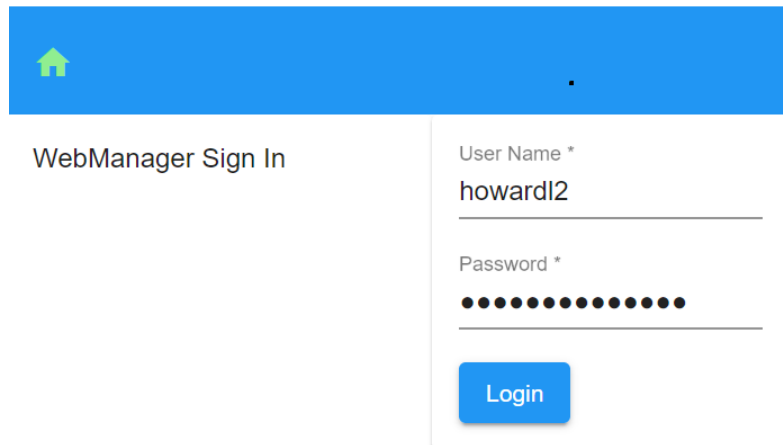


3. Scroll down to Tools for Success. Click All Staff. Scroll down and click ESC Time Off Requests (Web Manager)

Tools for Success

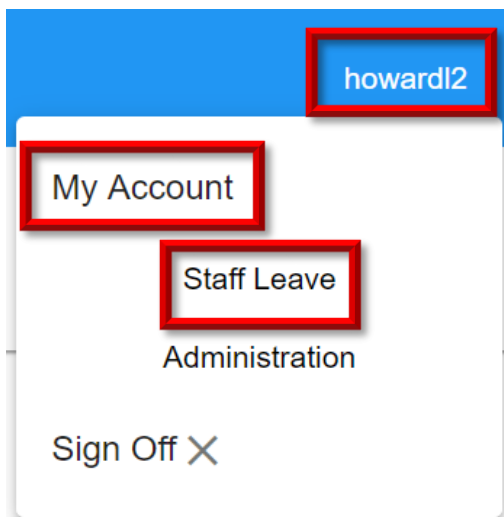


4. Log on with your District user name and current password

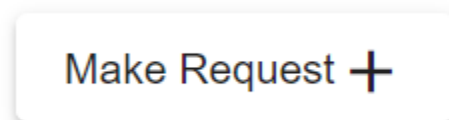


The image shows a login interface for 'WebManager Sign In'. It features a blue header bar with a green house icon on the left. Below the header, the text 'WebManager Sign In' is displayed. To the right, there are two input fields: 'User Name *' with the value 'howardl2' and 'Password *' with masked characters. A blue 'Login' button is positioned below the password field.

5. In the upper right hand corner, click your username and click My Account



6. Click the Make Request + button



7. At the Leave Request Form ...
 - a. click the down arrow to the right of Type of Leave and choose from Sick Leave, Vacation, Personal Leave, Emergency Leave and Bereavement Leave.
 - b. click the calendar to the right of Leave Date. Choose the correct date.
 - c. click the down arrow to the right of Leave Hours and choose All Day, 1 Hour, 2 Hours, 3 Hours or 4 Hours, 5 Hours, 6 Hours, or 7 Hours.
 - d. Click Submit Request

Leave Request Form

Type of Leave

Leave Date *

Leave Hours

Submit Request

8. If you make a mistake, click the trash can icon next to the leave you wish to remove.

