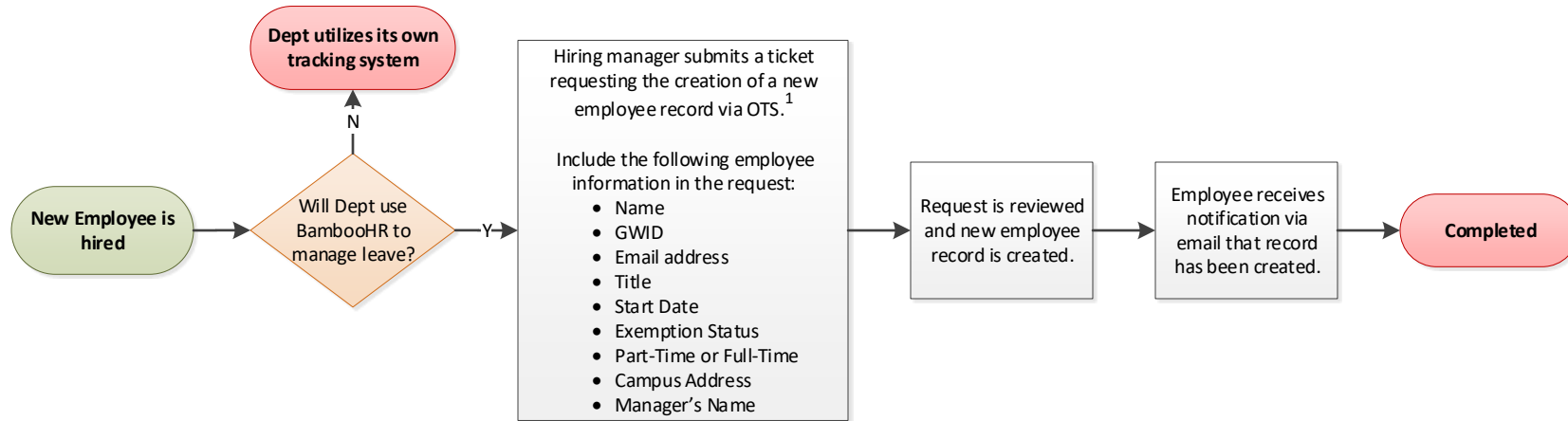
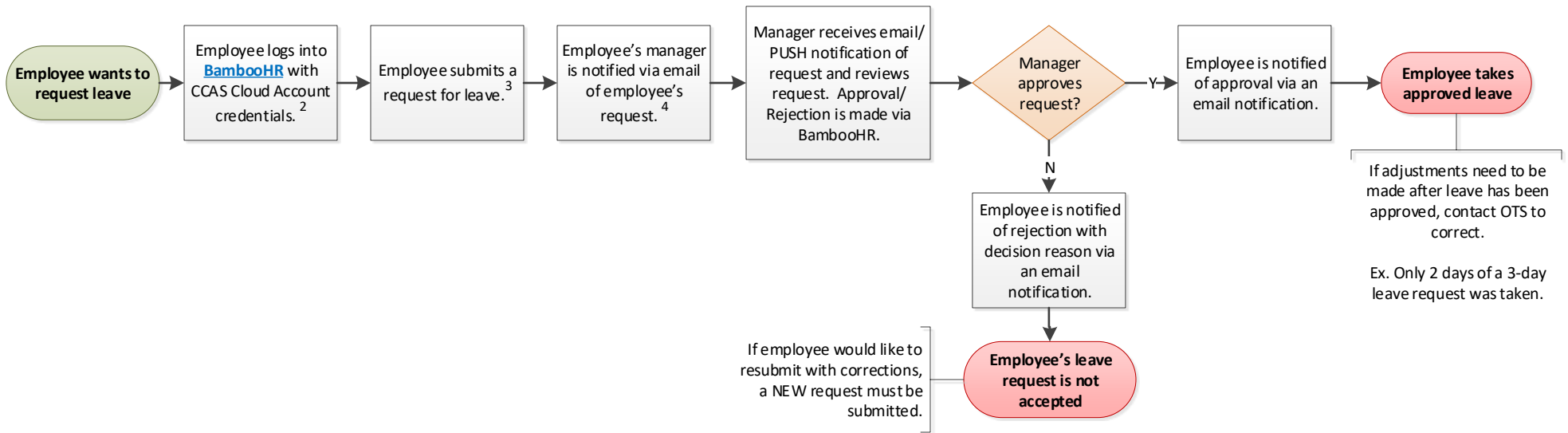


CCAS Process for Requesting Annual Leave via BambooHR

NEW EMPLOYEE RECORD SETUP



LEAVE REQUEST SUBMISSION



Notes:

1. Submit request to OTS via email at ots@gwu.edu.
2. **BambooHR URL:** gwu.bamboohr.com/home/
3. "Leave" can include annual/vacation, sick, jury duty, bereavement, military leave, etc. Partial leave can also be requested by entering the requested time off as a decimal. (ex. If you are requesting a half day, enter 0.5, derived from 4hrs / 8hrs)
4. If your manager has changed, you must notify OTS of the change. Check your profile in BambooHR to verify your manager. The request will be routed to the manager listed in your profile.

For more information, please see **Section 3** of the **CCAS Staff Manual and Resource Guide**.