



Electronic Application for Leave

In an ongoing effort to streamline and automate processes, the Community College System of New Hampshire is launching an electronic Application for Leave form. This new process will afford employees the convenience of submitting leave requests to their supervisors electronically and receiving an electronic response back to their leave request.

Here's how it works.

1. Open the following link and, if required, enter your email address and the password you use to log into your computer. Click Allow.

[Application for Leave](#)

2. Once in the actual electronic Leave form, enter the following information associated with your leave request:
 - Your Supervisor's name (just begin typing their name and the field should auto populate).
 - CCSNH Location
 - Leave Type and Total Hours
 - Leave Start Date
 - Hour, Minutes and AM/PM
 - Leave Finish Date
 - Hour, Minutes and AM/PM
3. The electronic application for leave may be used to request leave for a period of absence that occurs on a single day or a period of absence that occurs over multiple consecutive days. The completion of leave request 1 and leave request 2 is to designate the type of leave to be used for the single period of absence. An electronic application for leave must be submitted for each separate and distinct absence.
4. Click Submit then Agree and Continue to forward your leave request directly to your supervisor. Once reviewed, you will be notified of the status of your request (approve or decline) by way of an automated email message.

Please note: This webform is an Office 365 cloud-based application, so please be sure you are using the latest version of the following supported browsers:

- Microsoft Edge on Windows 10
- Chrome on Windows 7/10/Android
- Safari on Apple/iOS
- Firefox on Windows/Apple iOS/ & Linux

Any version of Internet Explorer is not supported, so please use one of the above.