18 March 2025

Non-Chargeable Absence Requests

Overview

Introduction

This guide provides the procedures for creating, submitting, viewing, and processing **non-chargeable** absence requests by a member, a proxy, a command user, and the SPO in Direct Access (DA).

References

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8A (series)

Important Information

New absence requests **cannot** be entered until all pending absence requests with **past dates** have been approved. If the below message displays, click **OK** and notify the approver of the pending absence request. Once the pending absence request has been approved or denied, a new absence request may be entered.

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Types of Non-Chargeable Leave	For an explanation of each non-chargeable leave type and information on when to use – see the Non-Chargeable Leave Chart: • Bereavement • DHS S1 Authorized Absence • Isolation • MOB Respite (Post Deployment Mobilization Respite Absence) • Maternity Convalescent • Maternity Convalescent Additional • Prenatal • Prenatal Additional • Parental Leave Adoption • Parental Leave Birth • Parental Leave Foster Care • Sick Leave
Delegating Requests	When instances prevent the approving official from approving absence requests, a delegate can be assigned to approve or deny any requests forwarded to the original approver. Procedures can be found in the Delegate Requests user guide.
Leave Requests for PHS Officers Detailed to the CG	Do not use these procedures to submit leave transactions for PHS Officers. See https://www.dcms.uscg.mil/ppc/phs for PHS Self Service Absence Request procedures.
PCS or Separation Leave	Do **NOT** input leave taken in conjunction with a PCS or Separation using Absence Request. This leave is recorded on the endorsement on orders or in the separation component.

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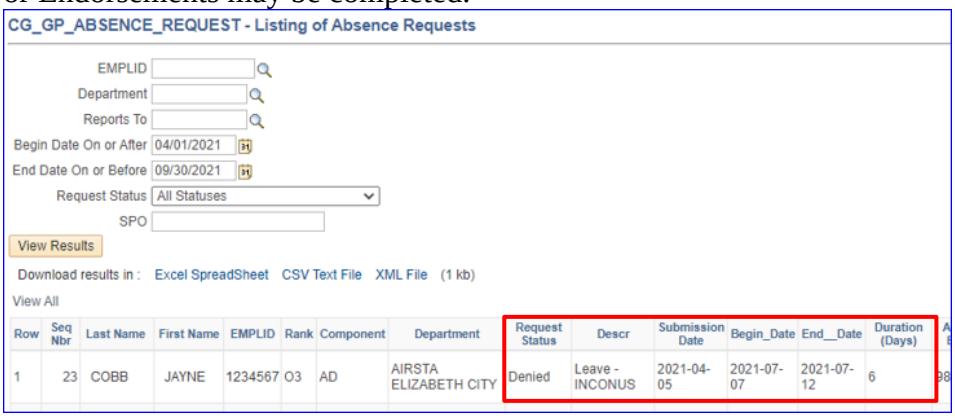
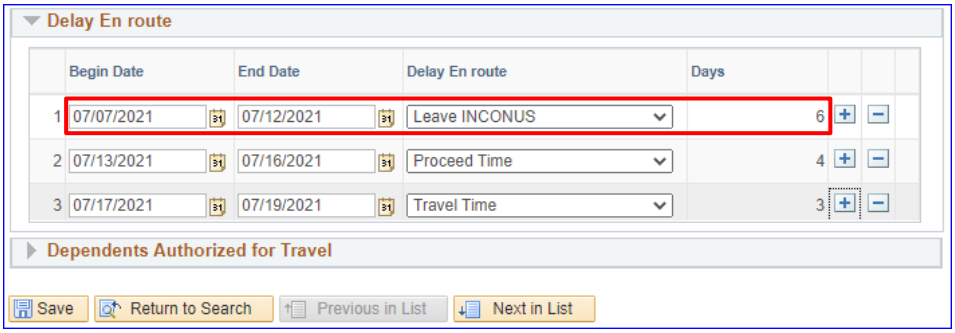
Overview, Continued

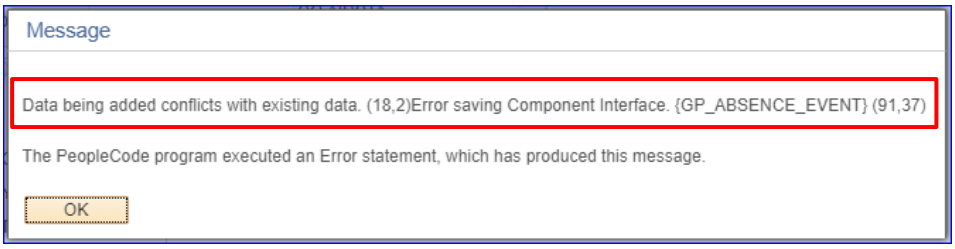
Known Issue

If leave was requested and then denied through Absence Requests, it may cause an error when attempting to enter the leave in the Delay En route section of the PCS Orders or processing the PCS Departing or Reporting Endorsements.

A **Trouble Ticket with screenshots must be submitted to PPC to have the 'Denied' Absence Request deleted from DA** before the PCS Orders or Endorsements may be completed.







Member: Submit a Non-Chargeable Absence Request

Introduction

This section provides the procedures for a member to submit a **non-chargeable** absence request in DA.

Types of Non-Chargeable Leave

Non-Chargeable Absence Name	Description	Policy Limit (# of Days authorized)
Bereavement	Bereavement leave	14 consecutive days
DHS S1 Authorized Absence	Granted by the Secretary of DHS	Subject to approval
Isolation	Quarantine period due to Covid-19	Subject to approval
MOB Respite	Post deployment mobilization respite	Subject to approval
Maternity Convalescent	Maternity convalescent leave	42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *)
Maternity Convalescent Addl	Additional maternity leave	Subject to approval
Parental Leave Adoption - update	Leave granted following an adoption of a minor child by the member to include surrogacy	84 days (may be taken in increments of no less than 7 consecutive days up to the total days authorized *)
Parental Leave Birth - update	The member gave birth and retained the child upon completion of maternity convalescent leave	84 days (may be taken in increments of no less than 7 consecutive days up to the total days authorized *)
Parental Leave Foster Care - update	Leave granted following placement of a child with a member for long-term foster care	84 days (may be taken in increments of no less than 7 consecutive days up to the total days authorized *)
Prenatal	Prenatal leave	30 consecutive days
Prenatal Addl	Additional prenatal leave	Subject to approval
Sick Leave	Illness, injury, and convalescence	Subject to approval

***** Commands may authorize increments of less than 3 days if requested by the member. This leave must be taken within one year after the birth/adoption event. All requests for non-chargeable leave must be approved by the member's command prior to execution.

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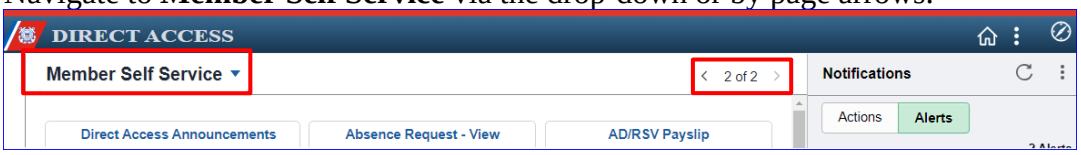
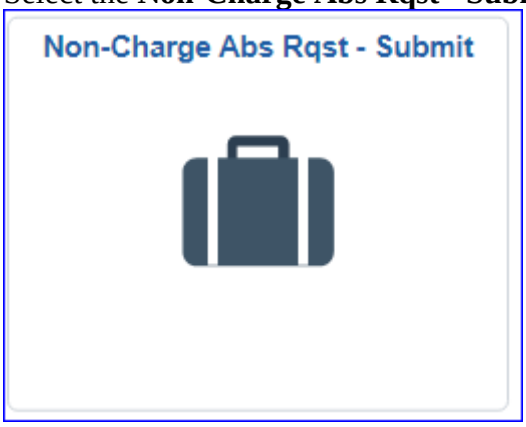
Member: Submit a Non-Chargeable Absence Request, Continued

Procedures See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows. 
2	Select the **Non-Charge Abs Rqst - Submit** tile. 

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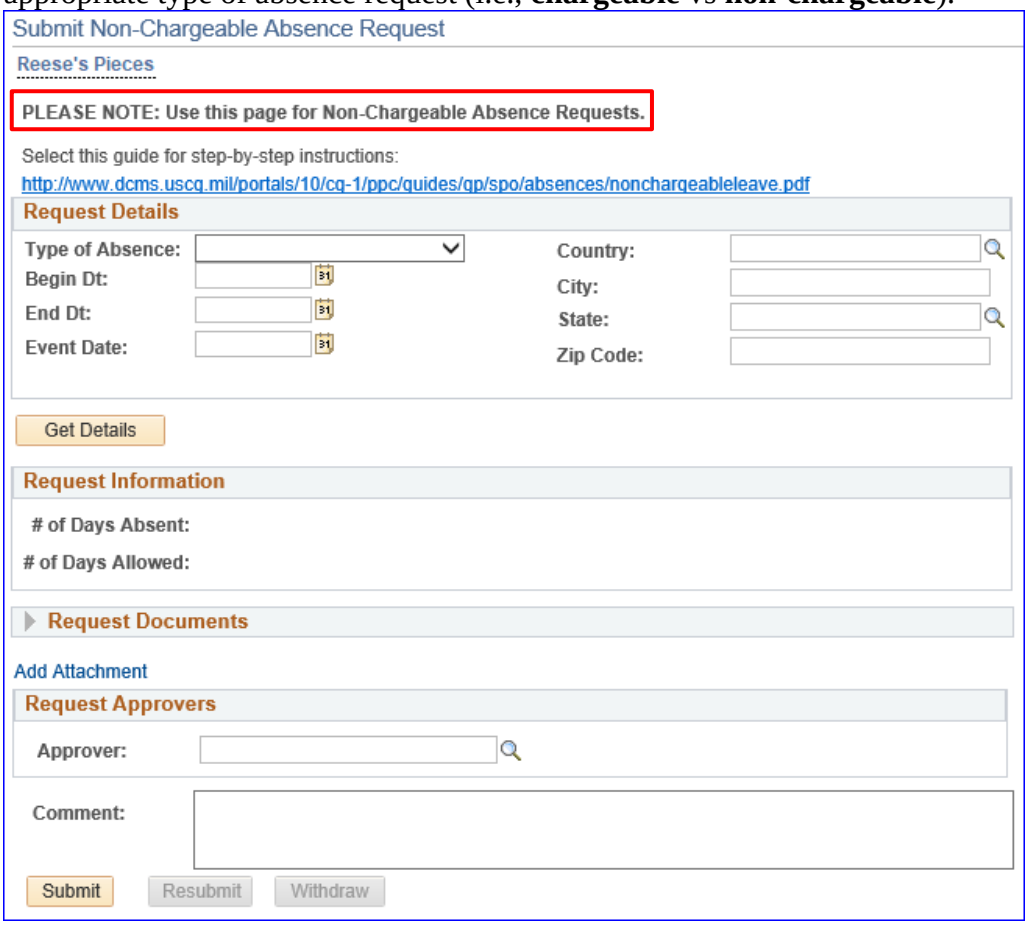
Member: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	The Submit Non-Chargeable Absence Request page will display. Ensure it is the appropriate type of absence request (i.e., **chargeable** vs **non-chargeable**). 

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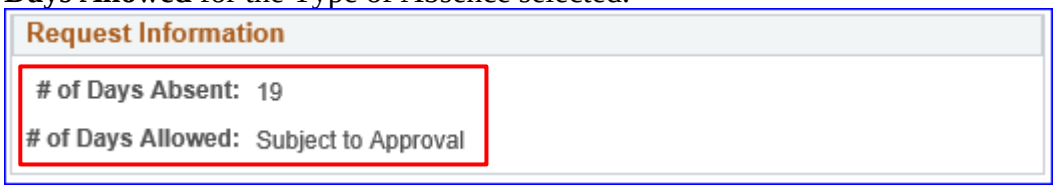
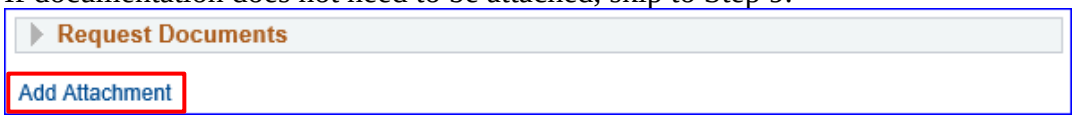
Member: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
4	Complete the following information (all fields are required): • **Type of Absence** – Using the drop-down, select the appropriate type of absence. • **Begin Date** – Enter the first full day of the absence. • **End Date** – Enter the last full day of the absence. • **Event Date** – Enter the date of the event (i.e., date of birth, date of surgery, date of death, etc.) • **Country** – Using the lookup, select the country where leave will be taken. • **City** – Enter the city where leave will be taken. • **State** – Using the lookup, select the state where leave will be taken. • **Zip Code** – Enter the zip code where leave will be taken. Click **Get Details**. **NOTE:** For a description of each of the types of absences, see the Type of Non-Chargeable Leave chart.
5	The Request Information section will populate the **# of Days Absent** and the **# of Days Allowed** for the Type of Absence selected. 
6	The Request Documentation section allows attachments to be added to the absence request. If supporting documentation needs to be attached, click **Add Attachment**. If documentation does not need to be attached, skip to Step 9. 

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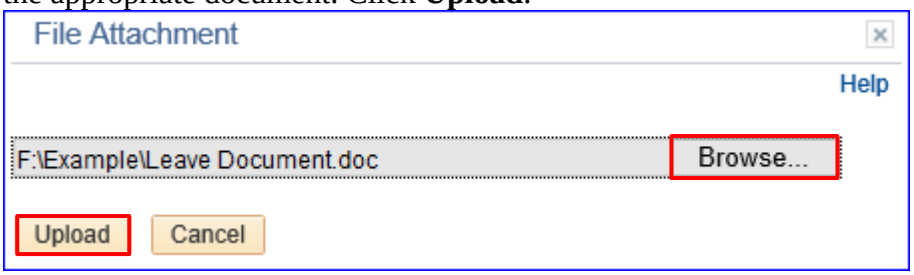
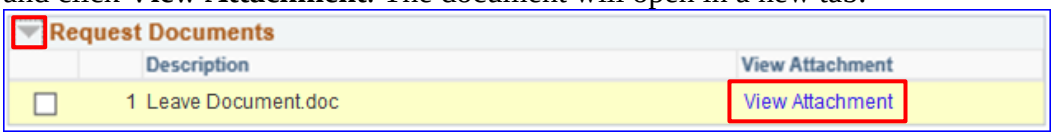
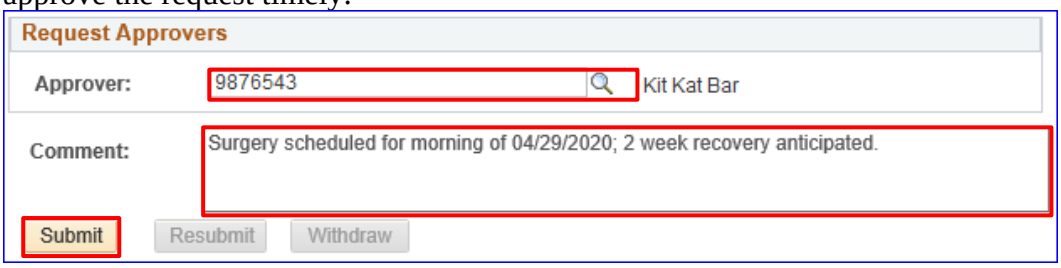
Member: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
7	When the File Attachment search box opens, select the **Browse** button and locate the appropriate document. Click **Upload**. 
8	To view the uploaded document, click the **arrow** in front of Request Documents and click **View Attachment**. The document will open in a new tab. 
9	Enter the **Approver**'s Empl ID. **Comments are required**. Enter the details for the non-chargeable absence request. It is also recommended to include the absence address and phone number in the comments block. Click **Submit**. **NOTE:** The approver must be the final approving authority for the non-chargeable absence request. Ensure the approver is not absent and is able to approve the request timely. 

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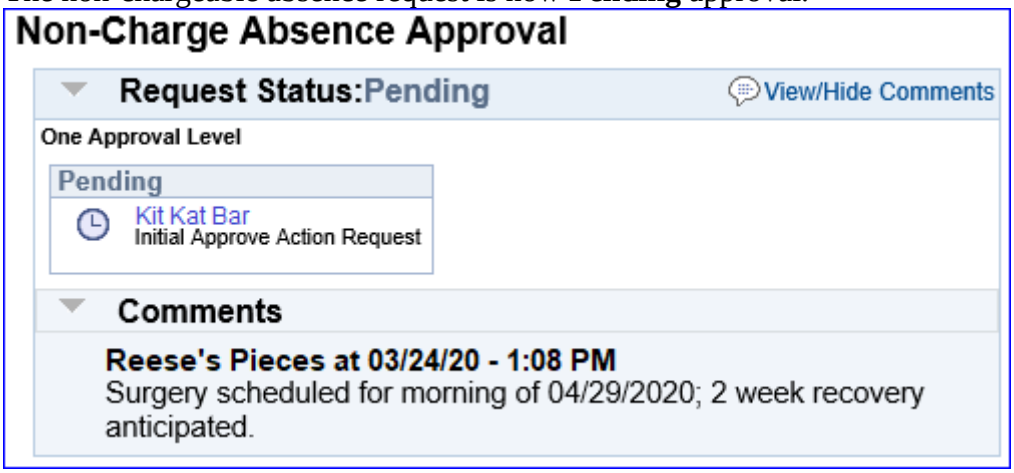
Member: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
10	The non-chargeable absence request is now **Pending** approval. 

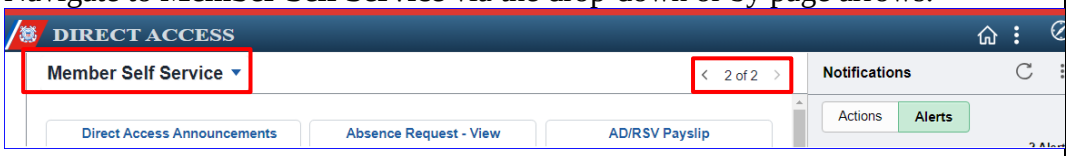
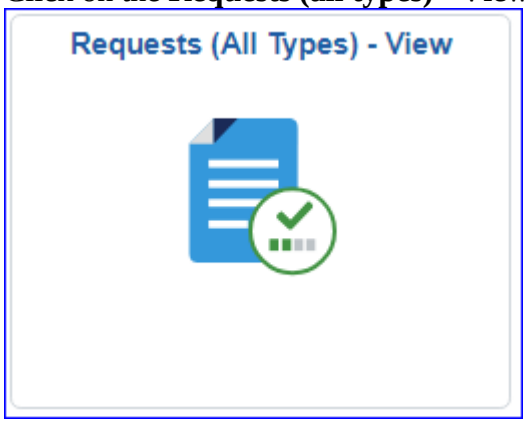
Member: View a Non-Chargeable Absence Request

Introduction

This section provides the procedures for a member to view (check the status of) their **non-chargeable** absence request in DA.

Procedures

See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows. 
2	Click on the **Requests (all types) - View** tile. 

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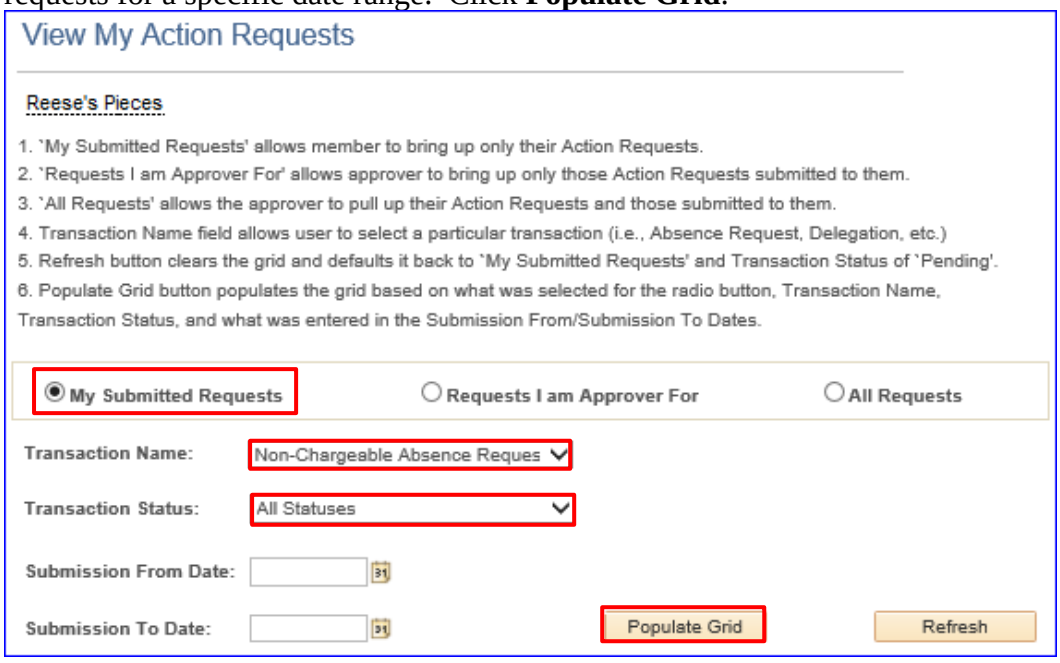
Member: View a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	The View My Action Requests page will display. The **My Submitted Requests** radio button will be selected. Using the drop-down, change the **Transaction Name** to Non-Chargeable Absence Requests and change the **Transaction Status** to All Statuses (this will populate all non-chargeable absence requests, regardless of status). To view a specific Transaction Status, select one of the following from the drop down: • **Approved** - Absence requests that have been approved. • **Denied** - Absence requests that have been denied. • **On Hold** - Do not use • **Pending** - Absence requests that have been submitted but not approved/denied. • **Withdrawn** - Absence requests that were withdrawn by the member prior to approval (the status of the absence request will show as Terminated) **Submission From/To Date** fields may be used to view non-chargeable absence requests for a specific date range. Click **Populate Grid**. 

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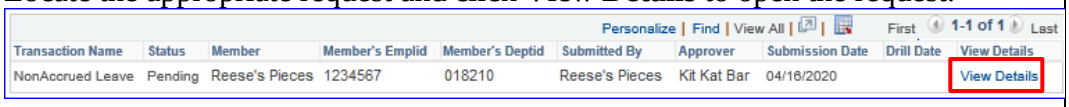
Member: View a Non-Chargeable Absence Request, Continued

Procedures, continued

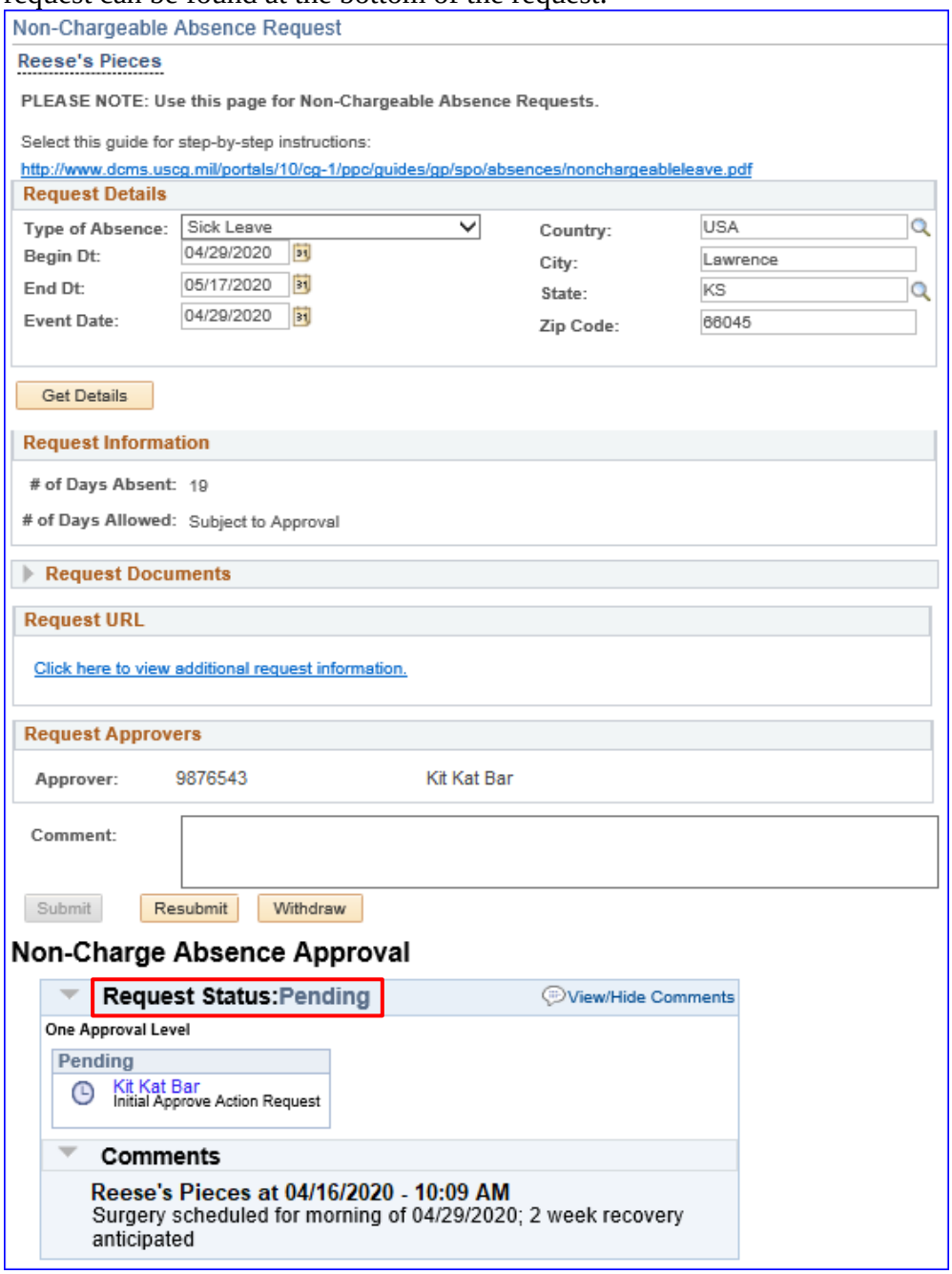
Step	Action
4	Locate the appropriate request and click **View Details** to open the request.  Personalize | Find | View All | First 1-1 of 1 Last Transaction Name: NonAccrued Leave; Status: Pending; Member: Reese's Pieces; Member's Emplid: 1234567; Member's Deptid: 018210; Submitted By: Reese's Pieces; Approver: Kit Kat Bar; Submission Date: 04/16/2020; Drill Date:; View Details: View Details **NOTE:** The status of an absence request will determine if it can be updated or just viewed (see the Edit or Withdraw a Non-Chargeable Absence Request section to correct or withdraw a non-chargeable absence request). **Status** / **Editable or View Only** Pending / Editable Denied / Editable Approved / View Only Terminated / View Only

Continued on next page

Member: View a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
5	The non-chargeable absence request will open in a new tab. The status of the request can be found at the bottom of the request.



Member: Edit or Withdraw a Non-Chargeable Absence Request

Introduction

This section provides the procedures for a member to edit or withdraw their **non-chargeable** absence request that is in a pending or denied status in DA.

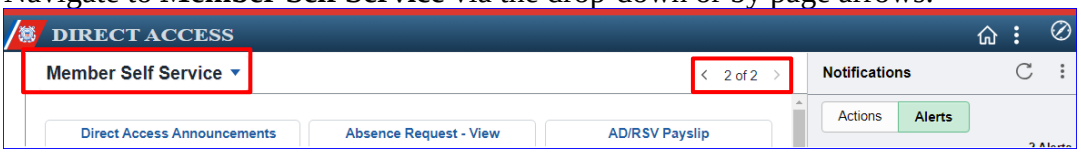
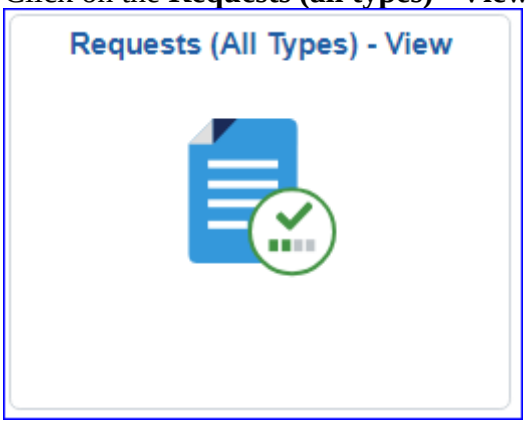
Important Information

Non-chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) **MUST** be withdrawn and resubmitted to a new AO.

Remember: Non-chargeable absence requests in an Approved or Terminated status may **NOT** be edited or withdrawn.

Procedures

See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows. 
2	Click on the **Requests (all types) - View** tile. 

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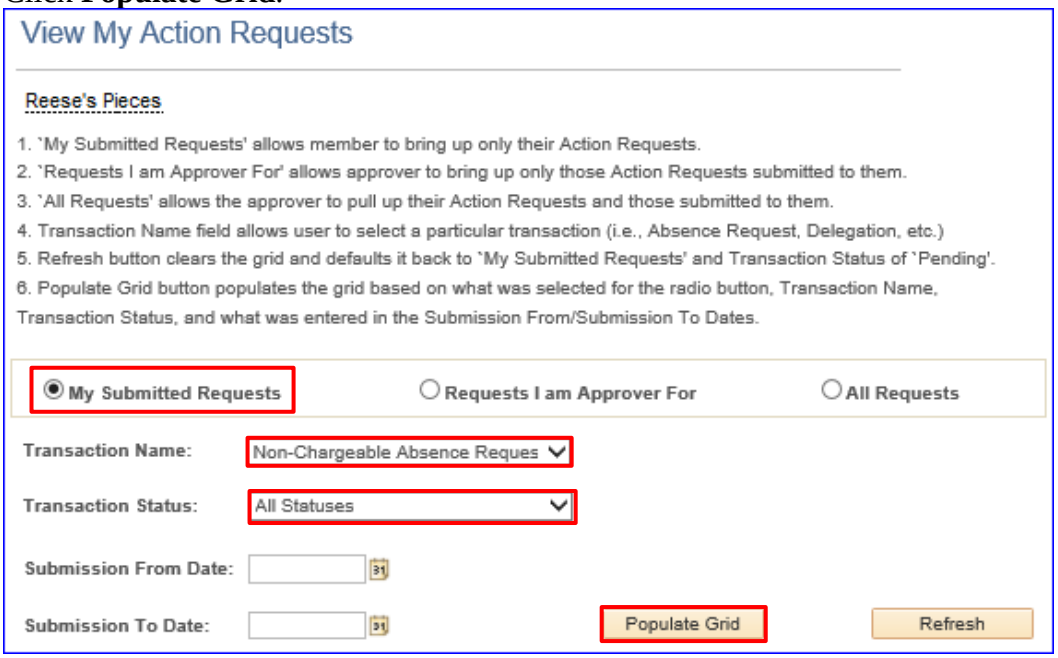
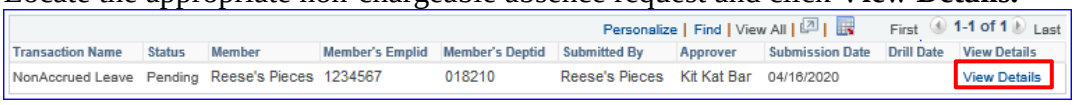
Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

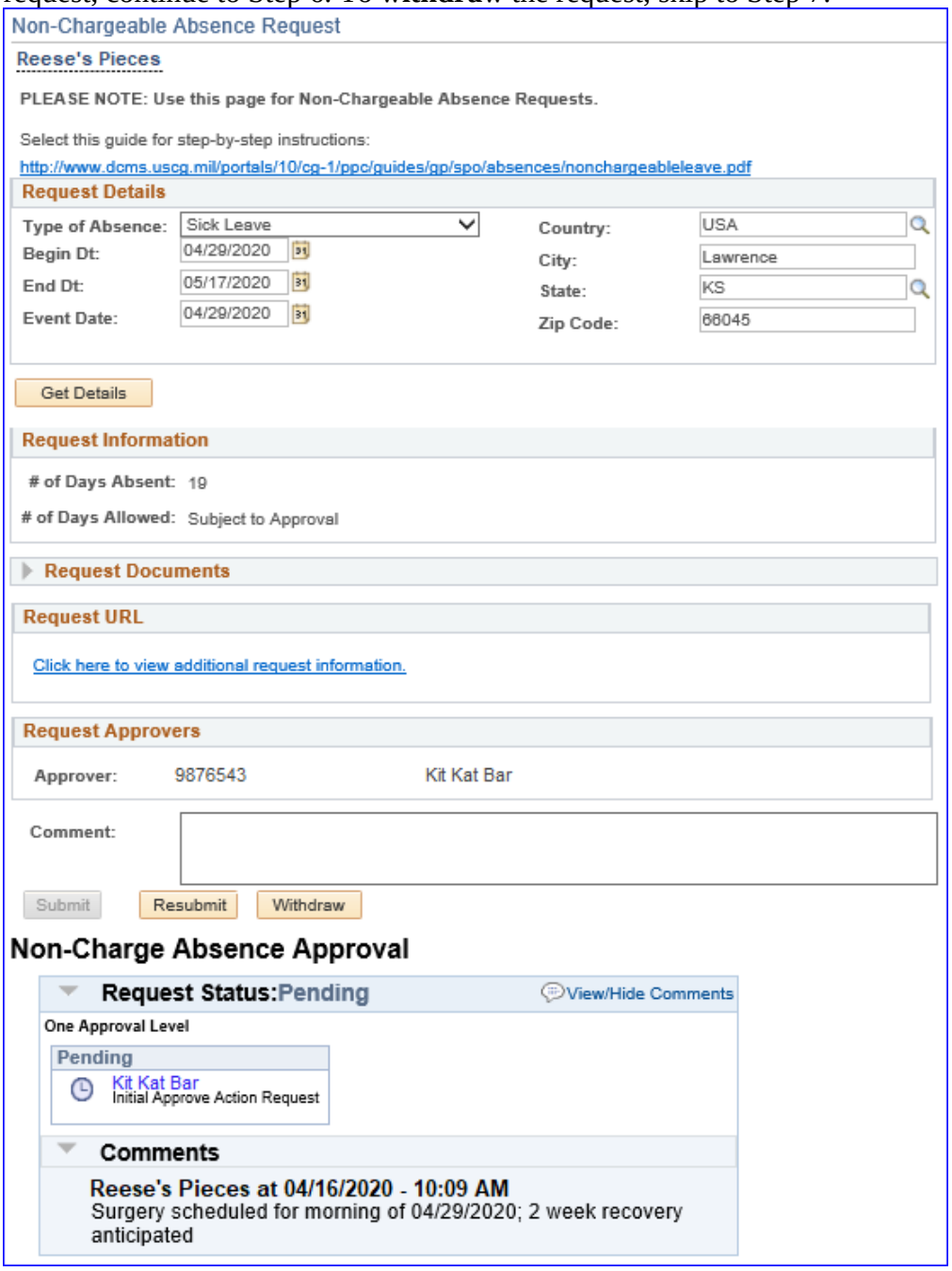
Step	Action
3	The View My Absence Requests page will display. The **My Submitted Requests** radio button will be selected. Using the drop-downs, change the **Transaction Name** to Non-Chargeable Absence Requests and the **Transaction Status** to All Statuses (this will pull up all non-chargeable absence requests regardless of status). Click **Populate Grid**. 
4	Locate the appropriate non-chargeable absence request and click **View Details.**  **NOTE:** The status of an absence request will determine if it can be updated or just viewed. **Status** / **Editable or View Only** Pending / Editable Denied / Editable Approved / View Only Terminated / View Only

Continued on next page

Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
5	The selected Non-Chargeable Absence Request page will display. To **edit** the request, continue to Step 6. To **withdraw** the request, skip to Step 7.



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Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

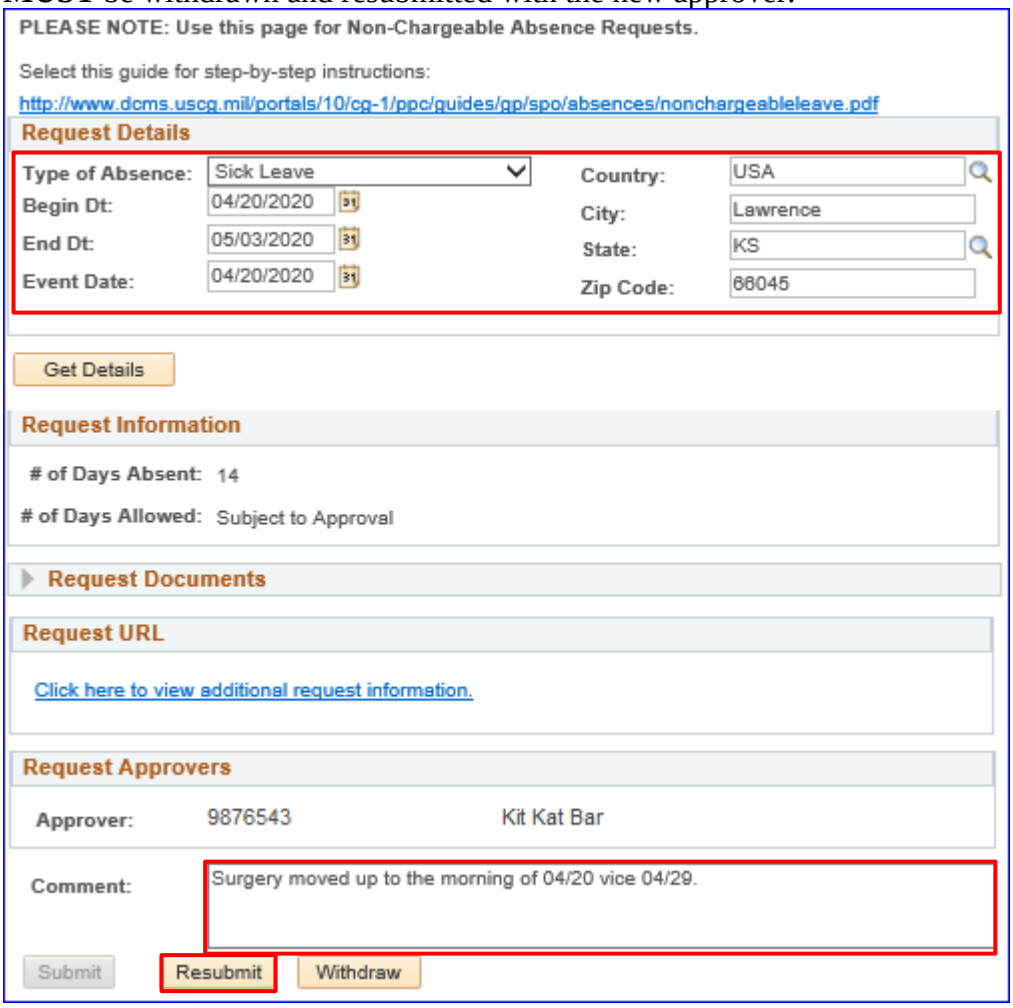
Procedures, continued

Step	Action
6	To **Edit** the non-chargeable absence request: Changes may be made to:

• **Type of Absence**	• **Country**
• **Begin Date**	• **City**
• **End Date**	• **State**
• **Event Date**	• **Zip Code**

Comments are required. Once all changes have been made, click **Resubmit**. The updated request will be forwarded for approval.

NOTE: If a new **Approver** is required, the non-chargeable absence request **MUST** be withdrawn and resubmitted with the new approver.



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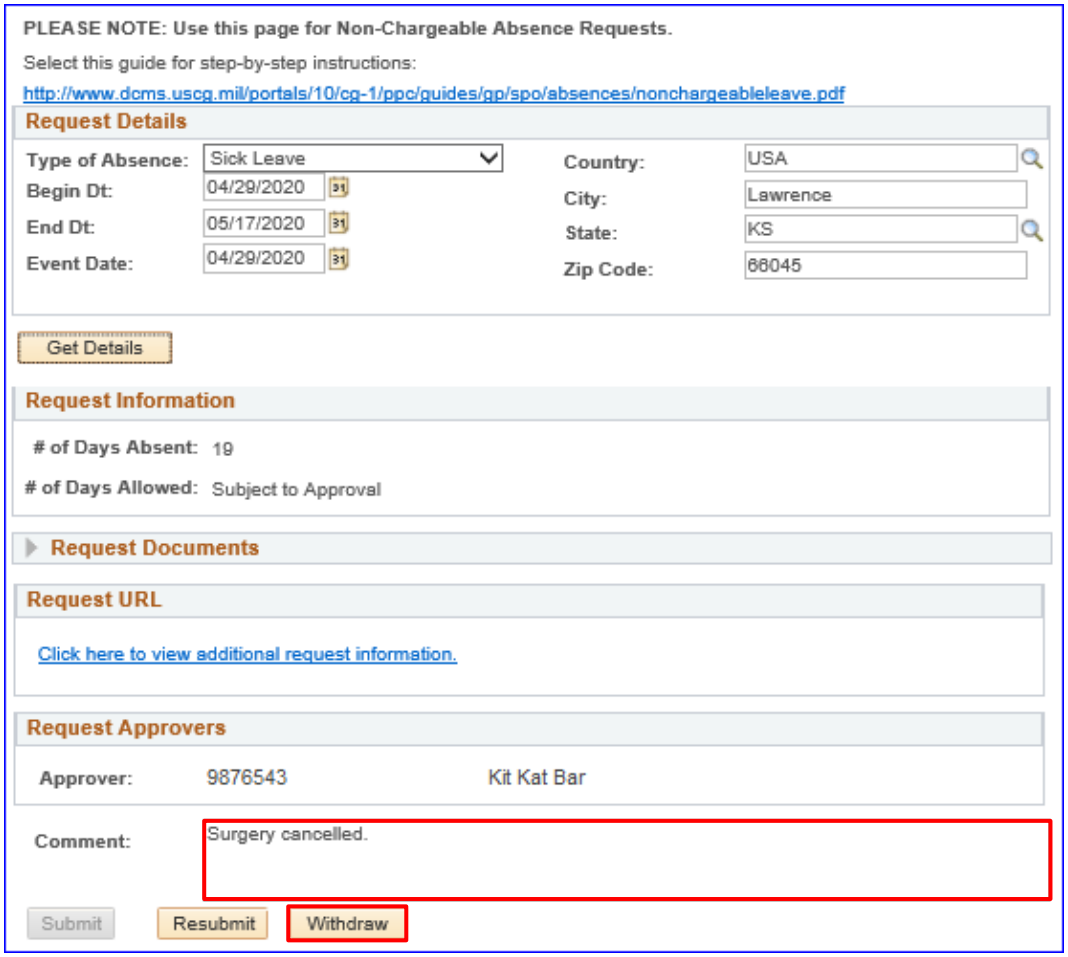
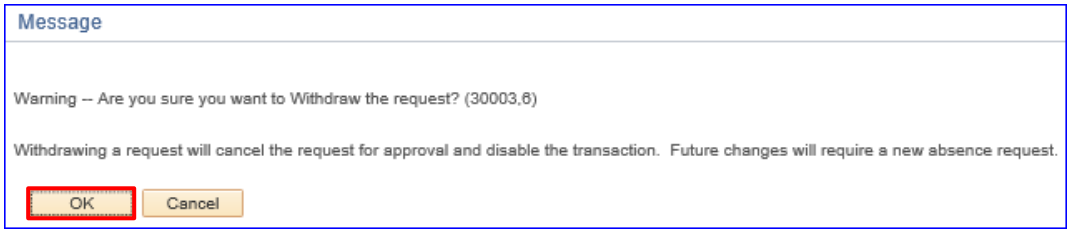
Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
7	To **Withdraw** a non-chargeable absence request, enter **comments** as appropriate and click **Withdraw**. 
8	A warning message will display. If you are sure you want to withdraw the request, click **OK**. 

Command/SPO: Approve or Deny a Non-Chargeable Absence Request

Introduction

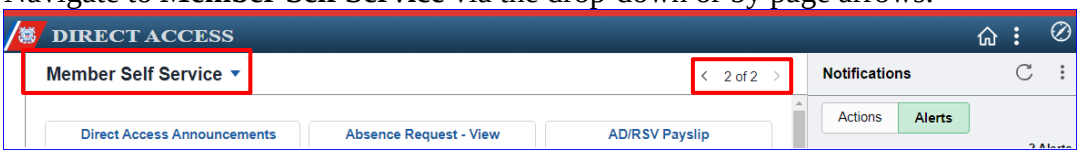
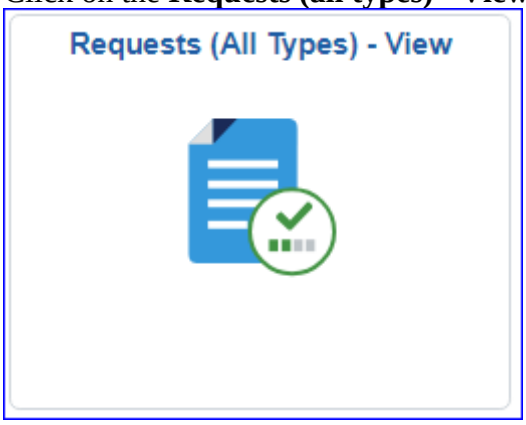
This section provides the procedures for a Command User/SPO to approve or deny a **non-chargeable** absence request in DA.

Important Information

Unlike chargeable absence requests, non-chargeable absences requests will **NOT** be listed under View My Absence Requests. Non-chargeable absence requests are listed under **View My Requests (all types)**.

Procedures

See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows. 
2	Click on the **Requests (all types) - View** tile. 

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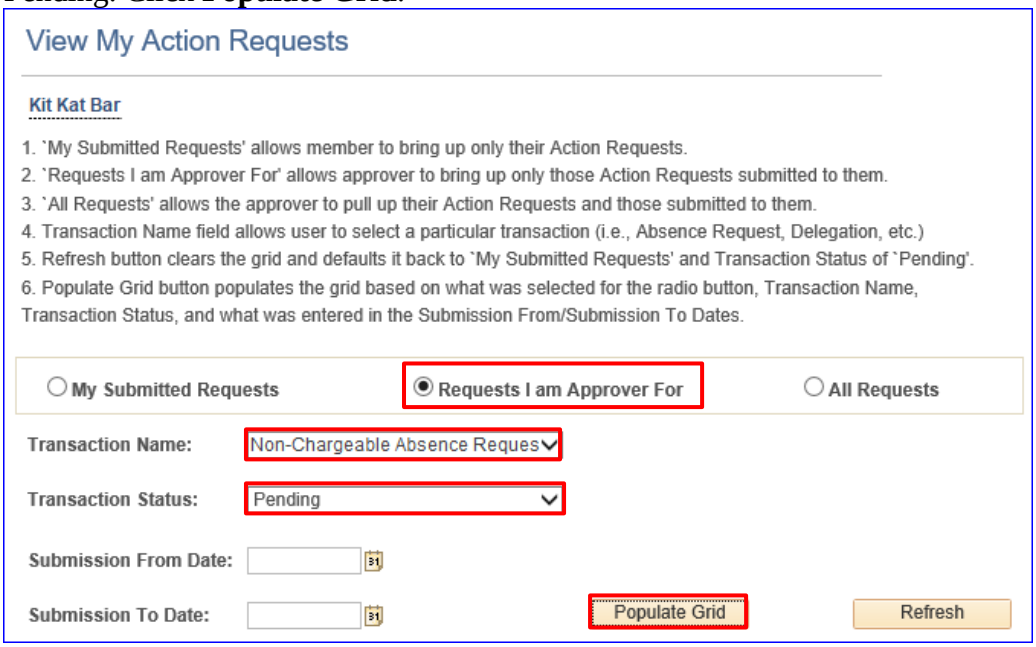
Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	The View My Action Requests page will display. Select the **Requests I am Approver For** radio button and using the drop-down, change the **Transaction Name** to Non-Chargeable Absence Requests. Leave the **Transaction Status** at Pending. Click **Populate Grid**. 

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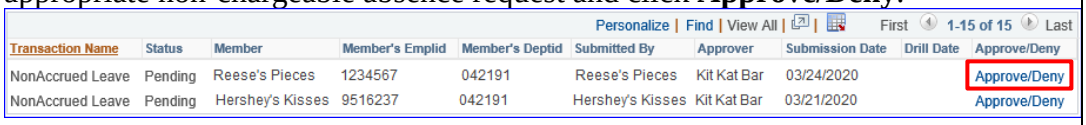
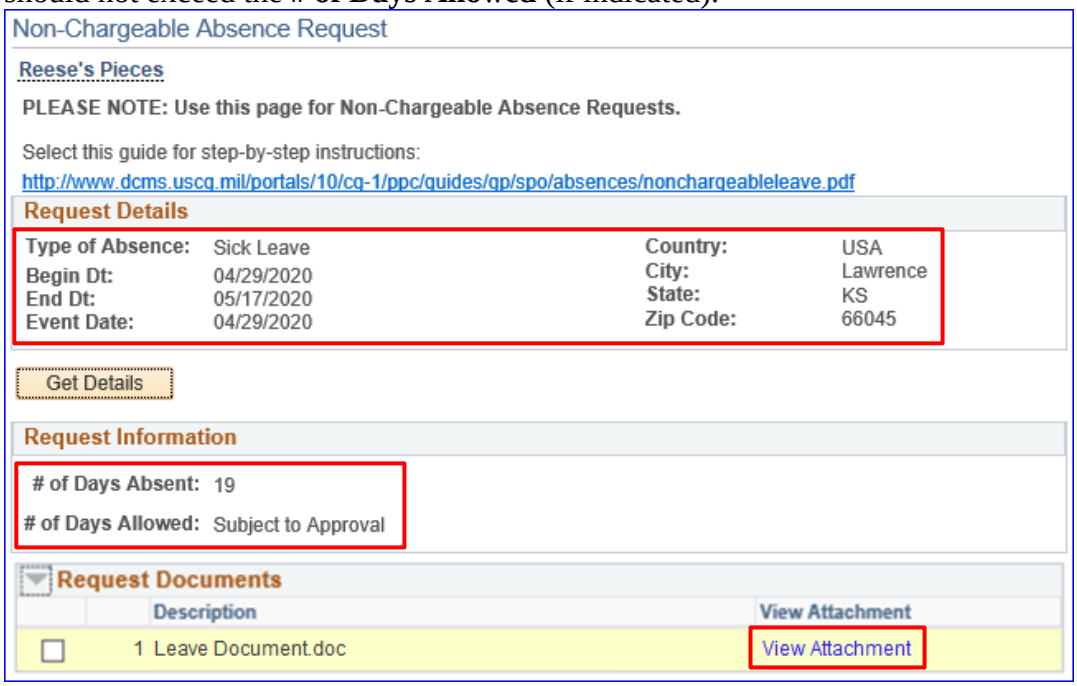
Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

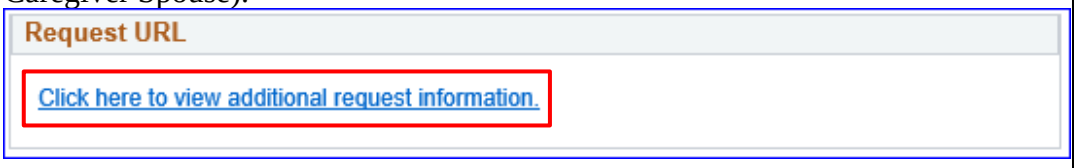
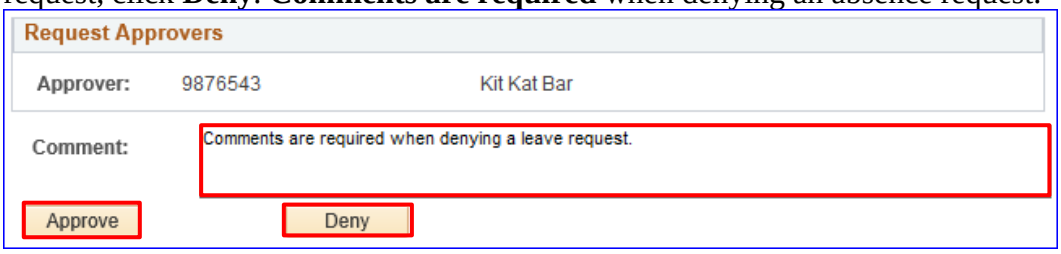
Procedures, continued

Step	Action
4	Any pending non-chargeable absence requests will be listed. Locate the appropriate non-chargeable absence request and click **Approve/Deny**.  Personalize | Find | View All | First 1-15 of 15 Last Transaction Name / Status / Member / Member's Emplid / Member's Deptid / Submitted By / Approver / Submission Date / Drill Date / Approve/Deny NonAccrued Leave / Pending / Reese's Pieces / 1234567 / 042191 / Reese's Pieces / Kit Kat Bar / 03/24/2020 / Approve/Deny NonAccrued Leave / Pending / Hershey's Kisses / 9516237 / 042191 / Hershey's Kisses / Kit Kat Bar / 03/21/2020 / Approve/Deny
5	The Non-Chargeable Absence Request page will display. Review all the information provided in the absence request. If the member attached documentation in support of the non-chargeable absence request, this documentation may be viewed by selecting **View Attachment** under Requests Documents. **NOTE:** The **# of Days Absent** shown within the Request Information section should not exceed the **# of Days Allowed** (if indicated).  Non-Chargeable Absence Request Reese's Pieces PLEASE NOTE: Use this page for Non-Chargeable Absence Requests. Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf Request Details Type of Absence: Sick Leave Begin Dt: 04/29/2020 End Dt: 05/17/2020 Event Date: 04/29/2020 Country: USA City: Lawrence State: KS Zip Code: 66045 Get Details Request Information # of Days Absent: 19 # of Days Allowed: Subject to Approval Request Documents Description / View Attachment 1 Leave Document.doc / View Attachment

Continued on next page

Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

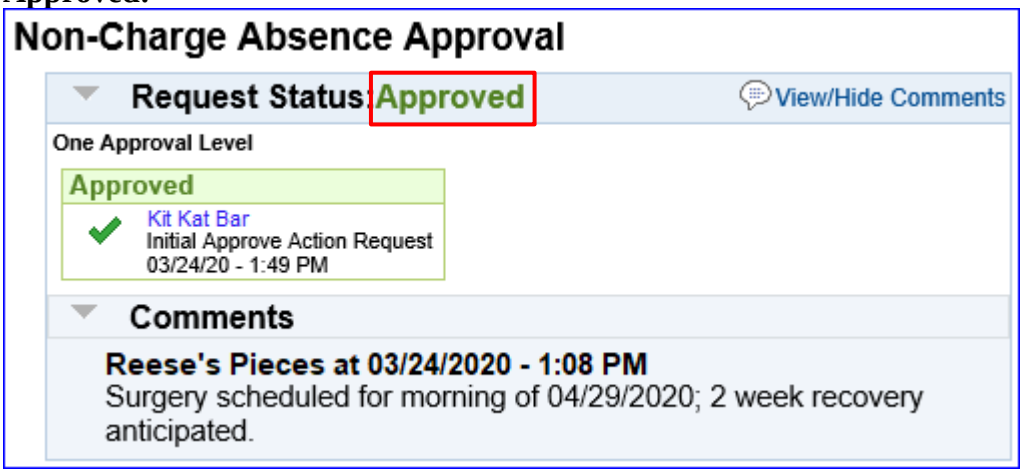
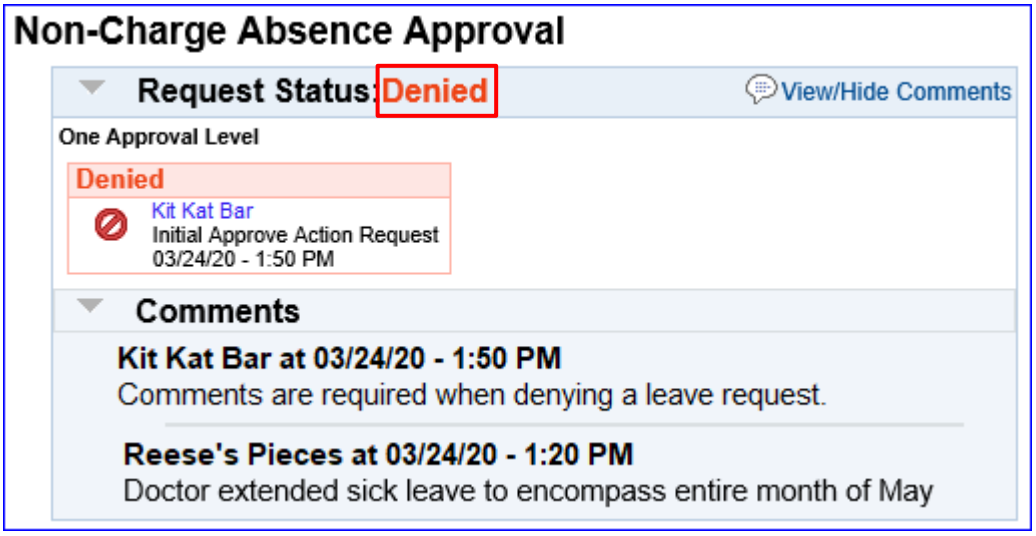
Procedures, continued

Step	Action
6	Selecting the '**Click here to view additional request information**' link will open a new tab with additional information specific to the member, including Spouse Leave Activity for Member married to Member couples. **NOTE:** The Additional Information allows the approver to review and ensure that Member married to Member couples are not requesting the same type of non-chargeable absence (for example, member 1 requests Primary Caregiver Birth and member 2 also requests Primary Caregiver Birth – only one member will be entitled to Primary Caregiver Birth and the other would be authorized Secondary Caregiver Spouse). 
7	If approving the non-chargeable absence request, click **Approve**. If denying the request, click **Deny**. **Comments are required** when denying an absence request. 

Continued on next page

Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
8	The non-chargeable absence request will update based on the action selected. **Approved:**  **Denied:** 

Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request

Introduction

This section provides the procedures for a Command User/SPO to deny an already approved **non-chargeable** absence request in DA.

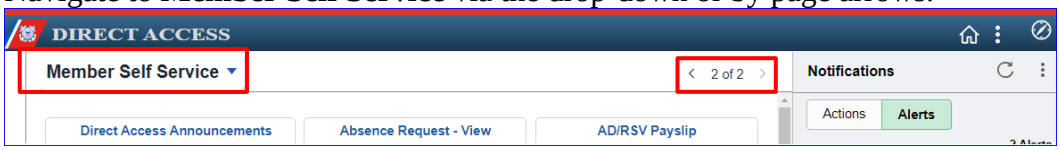
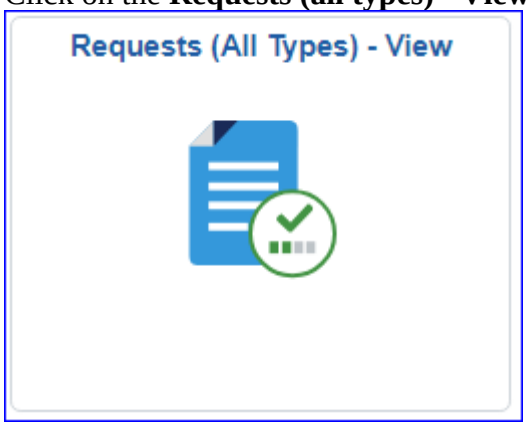
Important Information

This section only applies to non-chargeable absence requests that are in an approved status but have **NOT** processed to payroll. If the absence request has processed through payroll, the SPO will need to use the Absence Correction Request to correct or delete the non-chargeable absence request.

Only the Commanding Officer or the designee may deny an approved absence request.

Procedures

See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows. 
2	Click on the **Requests (all types) - View** tile. 

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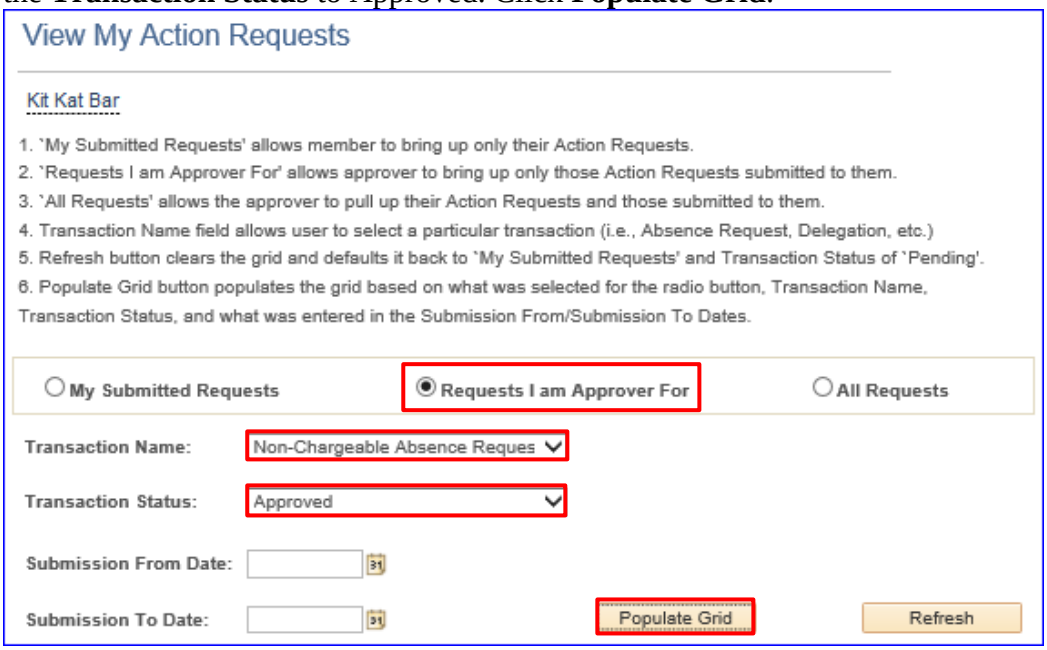
Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures, continued

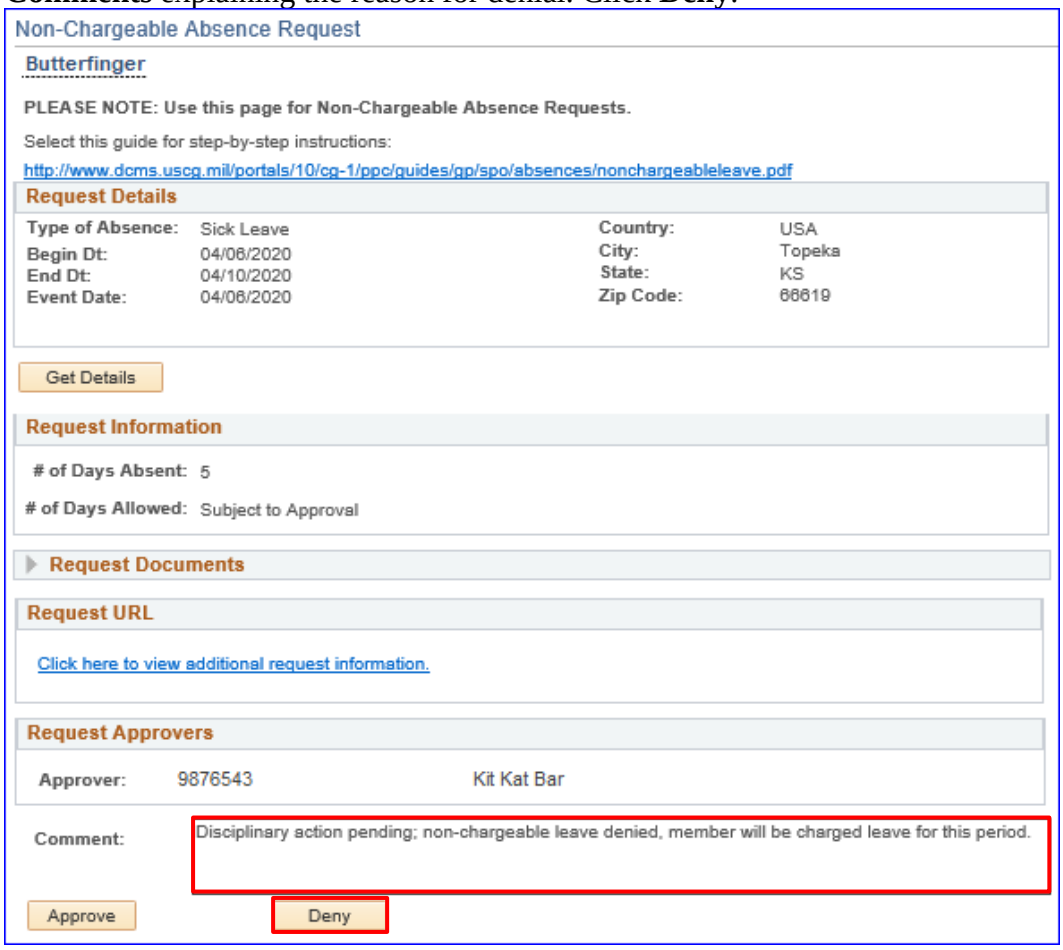
Step	Action
3	Select the **Requests I am Approver For** radio button. Using the drop-downs, change the **Transaction Name** to Non-Chargeable Absence Requests and change the **Transaction Status** to Approved. Click **Populate Grid**. 
4	A list of approved non-chargeable absence requests will display. Locate the appropriate request that requires action and click **View Details**.

Continued on next page

Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures, continued

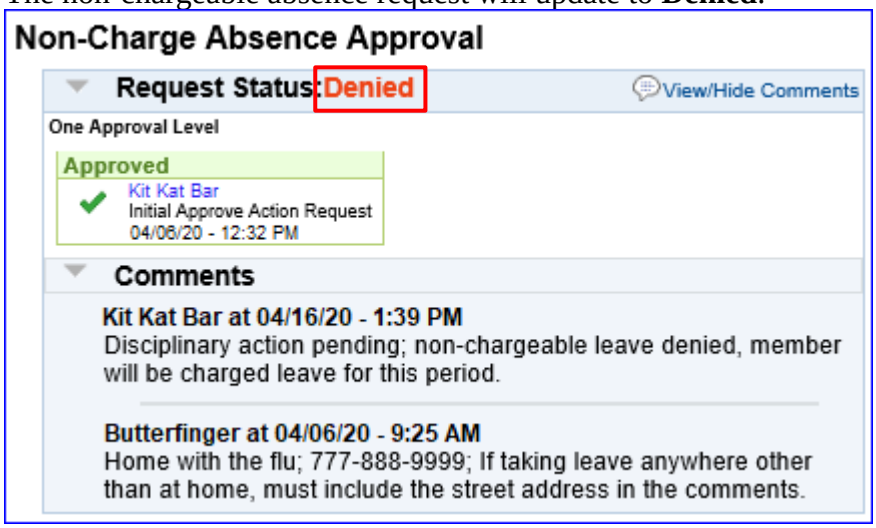
Step	Action
5	The previously approved non-chargeable absence request will display. Enter **Comments** explaining the reason for denial. Click **Deny**.



Continued on next page

Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
6	The non-chargeable absence request will update to **Denied**. 

SPO: Correct/Delete a Processed Non-Chargeable Absence Request

Introduction

This section provides the procedures for a SPO to correct or delete a **non-chargeable** absence request that has processed through payroll in DA).

Important Information

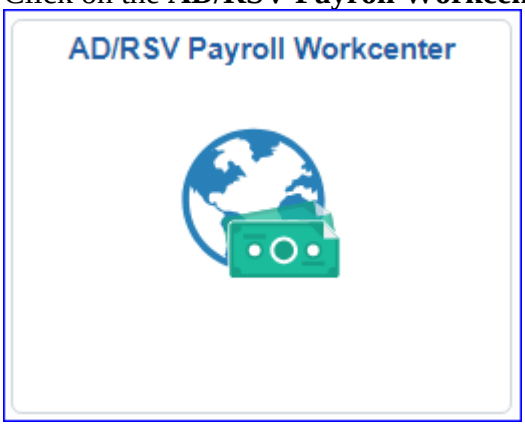
Once the non-chargeable absence request has processed to payroll, **ONLY** the SPO can use the leave correction action request to correct or delete a non-chargeable absence request.

The member will notify the commanding officer or designee that an approved non-chargeable absence request needs to be corrected or deleted. The unit will send correspondence to the SPO requesting the absence be corrected or deleted. The request will include the following information:

- Member's Name
- Member's EMPLID
- Original Absence Request Begin and End dates
- The necessary change needed to the original submission (i.e., new dates or deleted altogether)

Procedures

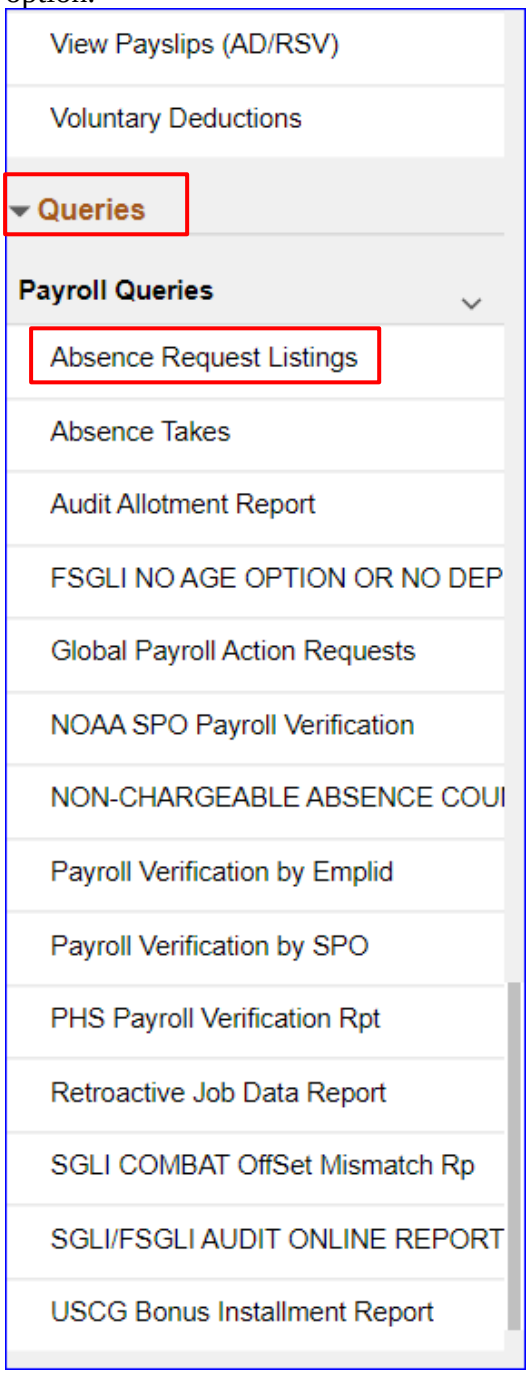
See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. 

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

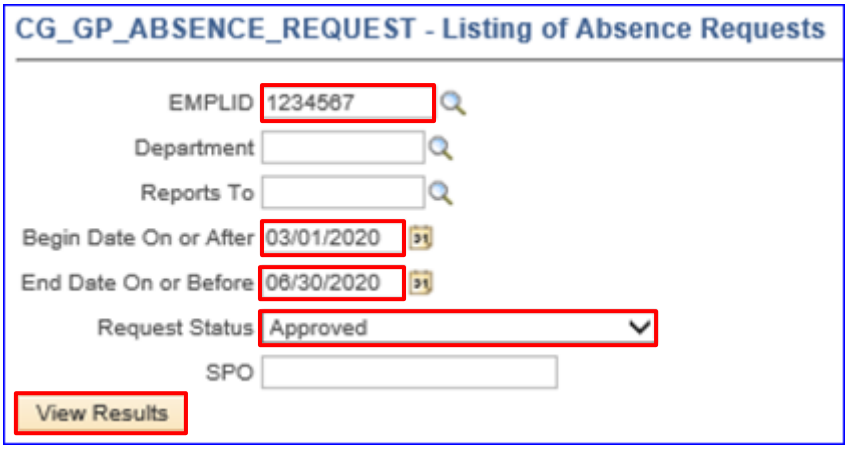
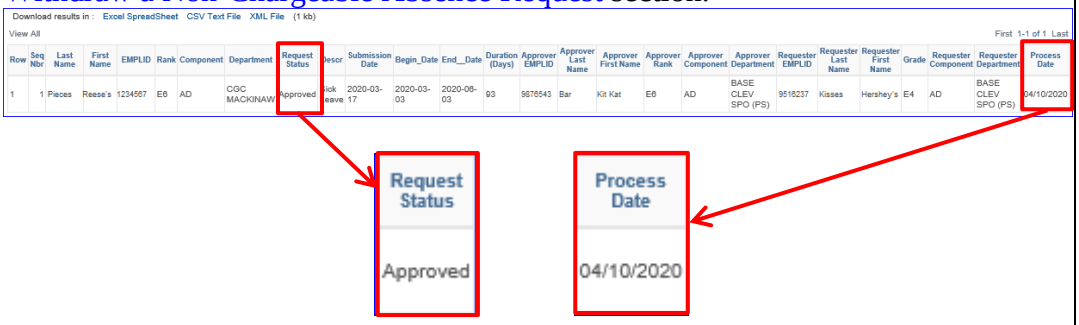
Procedures, continued

Step	Action
2	Scroll to the **Queries** drop-down and select the **Absence Request Listings** option. 

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	Enter the following information: • **EMPLID** • **Begin Date On or After** • **End Date On or After** • **Request Status** (use the drop-down to select Approved) Click **View Results**. 
4	Approved absence requests matching the parameters set in step 3 will be listed. If there are no results or the request doesn't have a process date; the request hasn't processed through payroll and can be corrected or withdrawn using the Edit or Withdraw a Non-Chargeable Absence Request section. 

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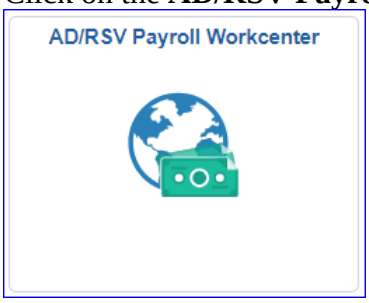
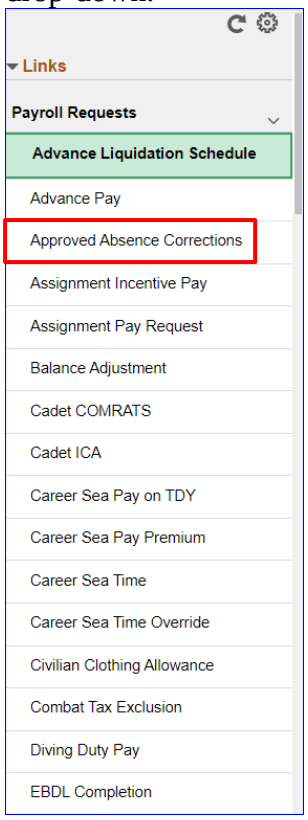
SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

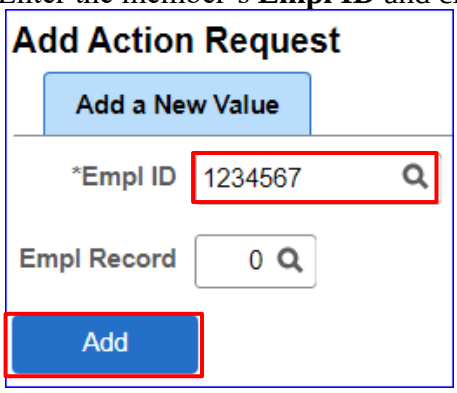
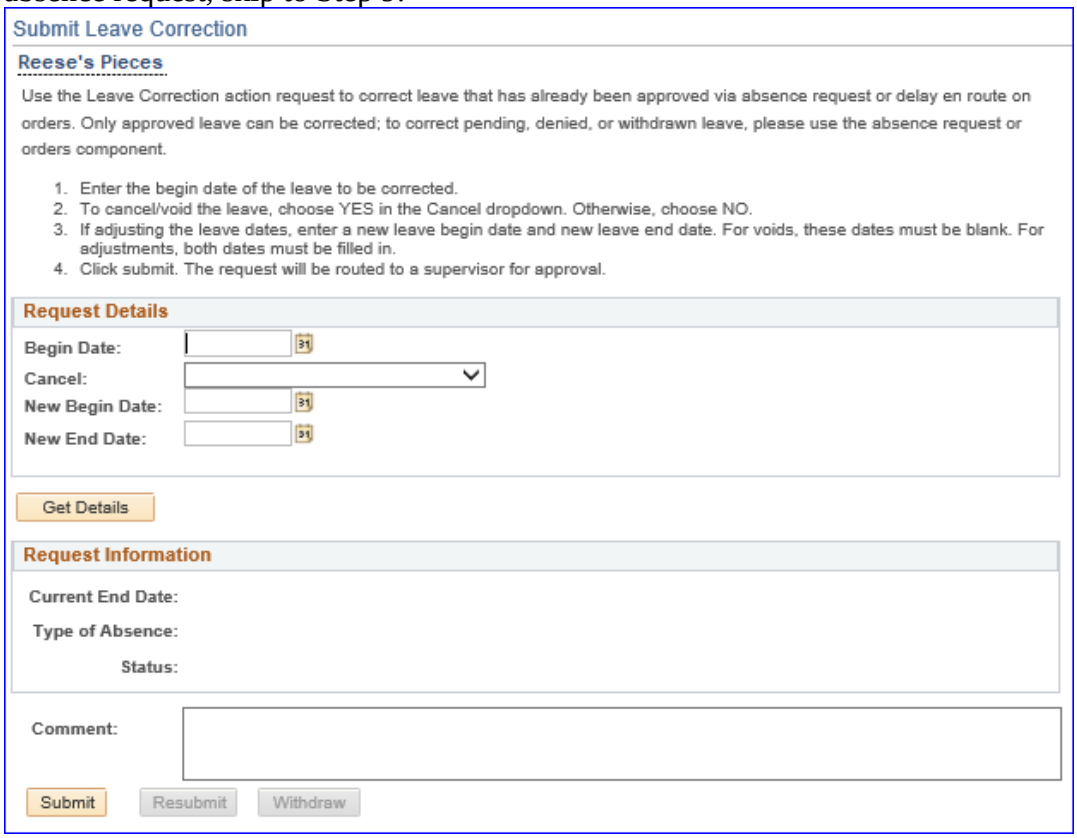
Procedures, continued

Step	Action
4	Click on the **AD/RSV Payroll Workcenter** tile. 
5	Select the **Approved Absence Corrections** option from the Payroll Request drop-down. 

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
6	Enter the member's **Empl ID** and click **Add**. 
7	A Submit Leave Correction action page will display. To **correct** the non-chargeable absence request, continue to Step 8. To **delete** the non-chargeable absence request, skip to Step 9. 

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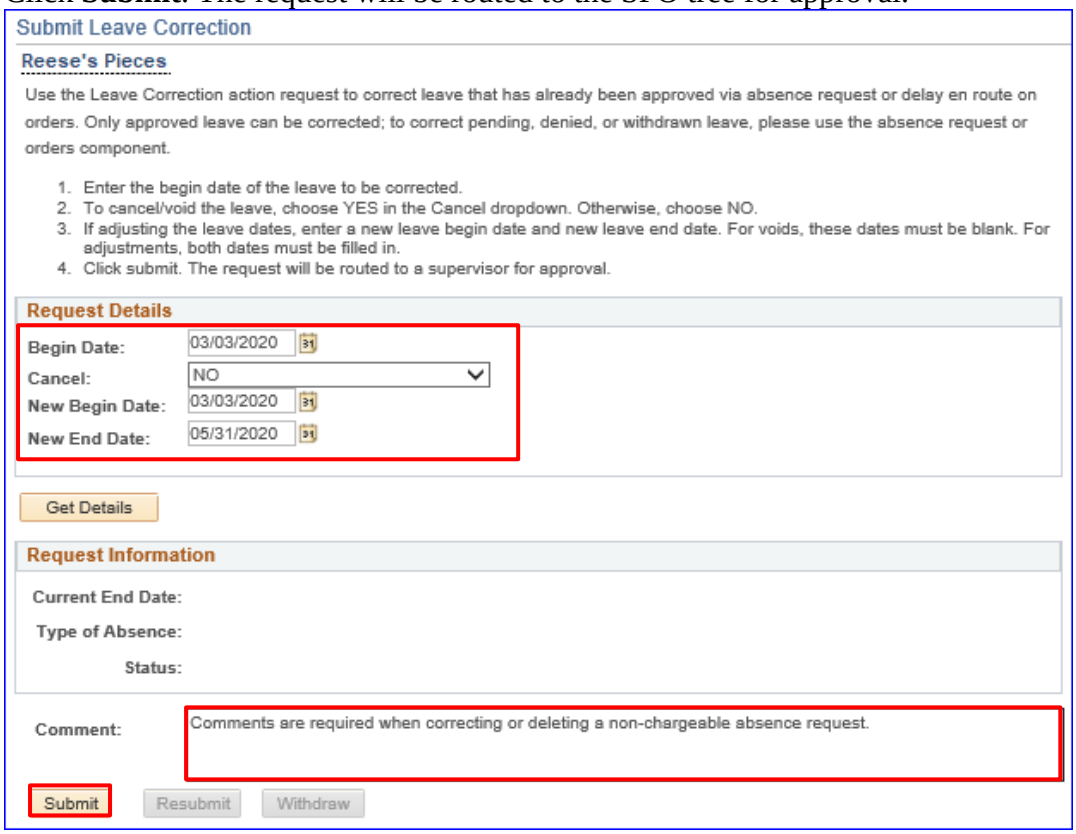
SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
8	To **Correct:** • **Begin Date** - Enter the original begin date. • **Cancel** - Select NO from the drop-down menu. • **New Begin Date** - Enter the new begin date (must be entered even if it isn't changing) • **New End Date** - Enter the new end date (must be entered even if it isn't changing) • **Comment** - Enter the reason for the change or correction. Click **Submit**. The request will be routed to the SPO tree for approval. 

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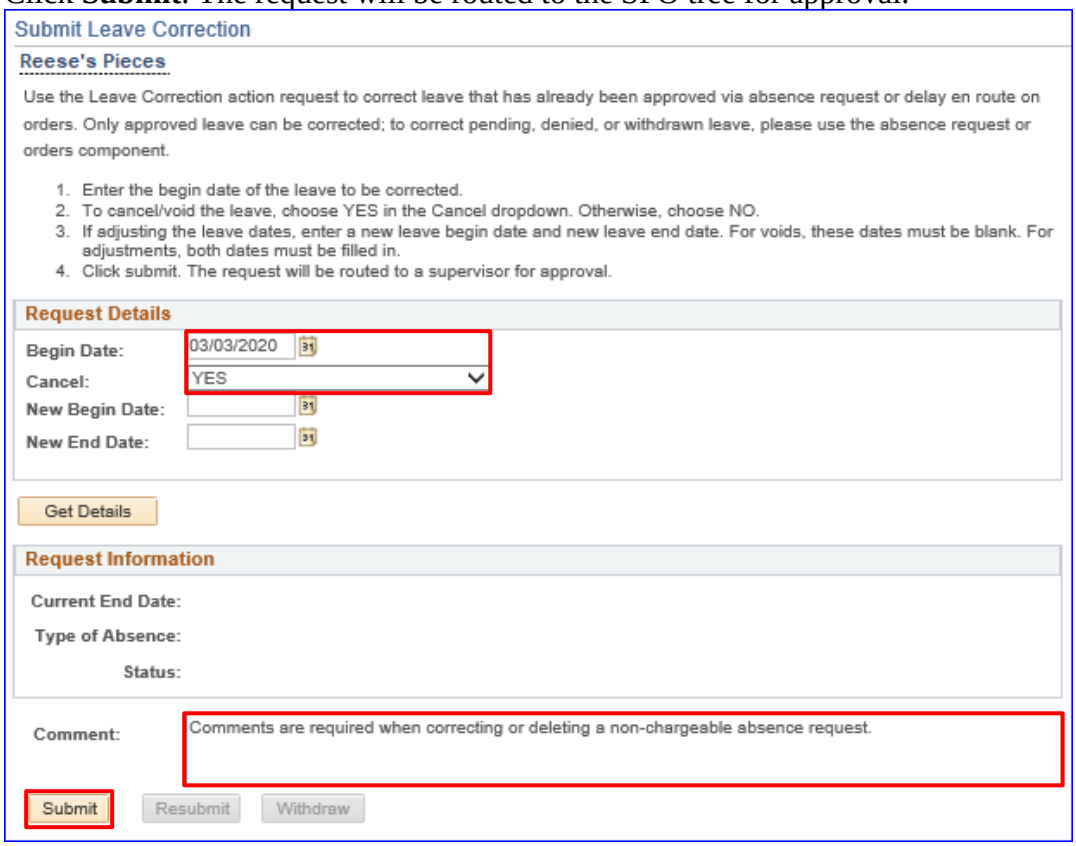
SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
9	To **Delete:** • **Begin Date** - Enter the original begin date. • **Cancel** - Select YES • **Comment** - Enter the reason for the deletion. Click **Submit**. The request will be routed to the SPO tree for approval. 

Proxy: Submit a Non-Chargeable Absence Request

Introduction

This section will provide the procedures for a proxy to submit a non-chargeable absence request on the member's behalf in DA.

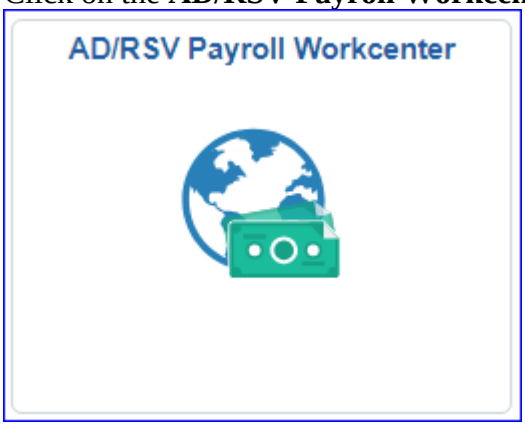
Discussion

In most cases, non-chargeable absence requests will be submitted by a proxy because the member is incapacitated or unable due to lack of access to the system. The leave should then be submitted and approved via the Coast Guard Leave Authorization Form (CG-2519) or the Special Request/Authorization Form (NAVPERS 1336/3). Once the leave is approved, it should be forwarded to the SPO/Admin for entry into DA.

In order to access the **Proxy – Submit Non-Charge Abs** link, the proxy must have the CGHRS, CGFIELDADM, or 'Absence Request Initial Proxy' role.

Procedures

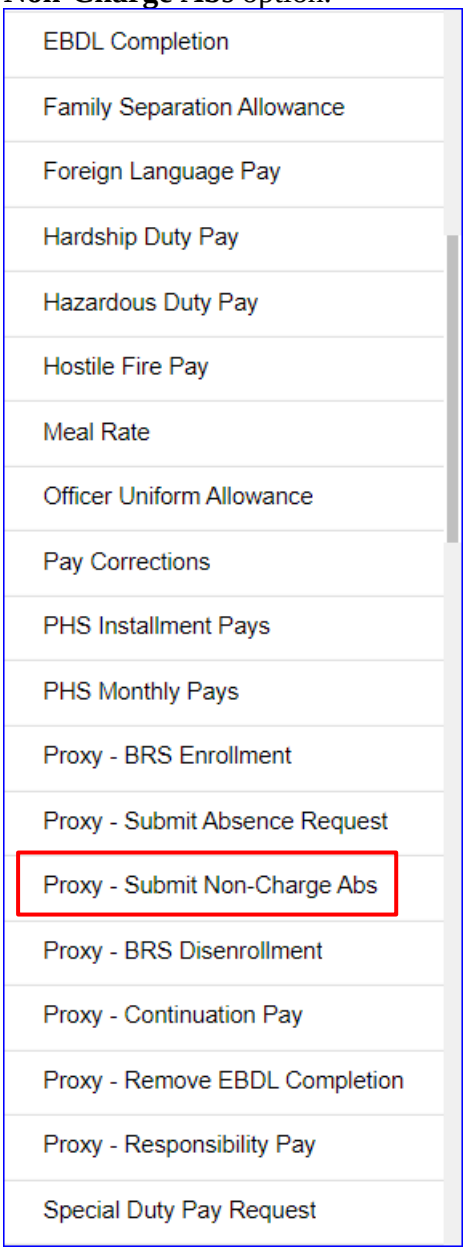
See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. 

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
2	Scroll down the Payroll Request drop-down and select the **Proxy – Submit Non-Charge Abs** option. 

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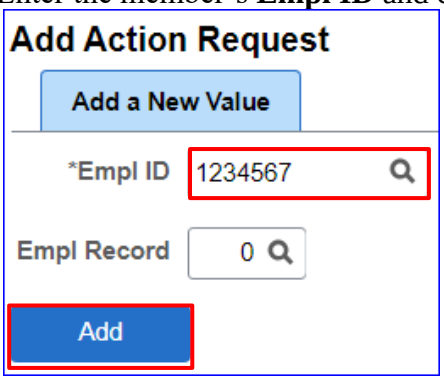
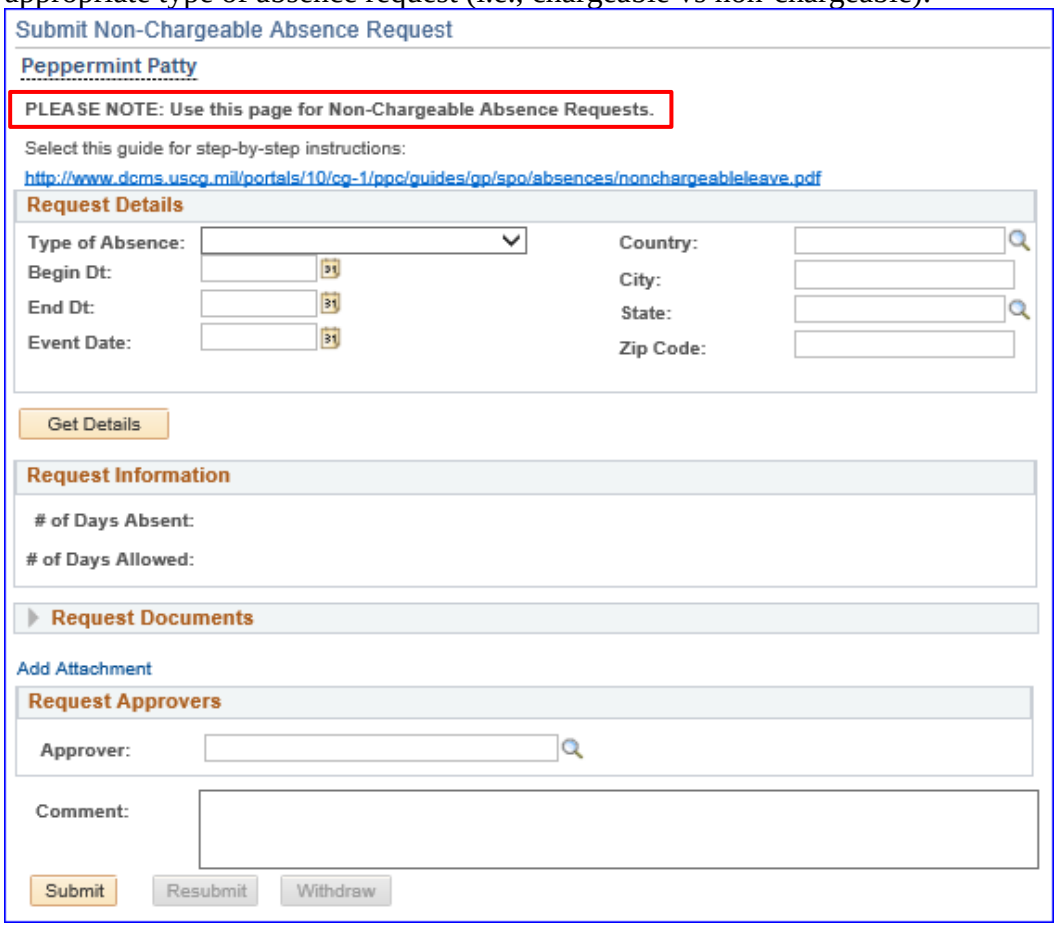
Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	Enter the member's **Empl ID** and click **Add**. 
4	The Submit Non-Chargeable Absence Request page will display. Ensure it is the appropriate type of absence request (i.e., chargeable vs non-chargeable). 

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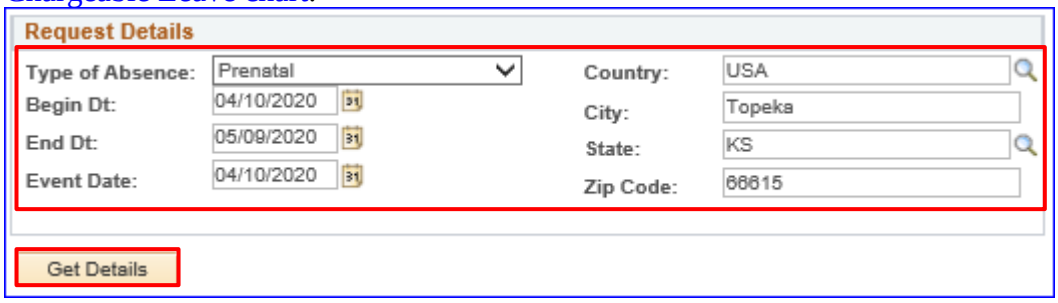
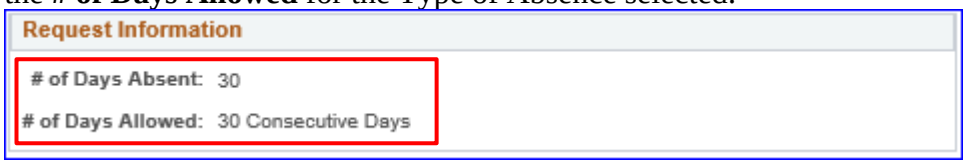
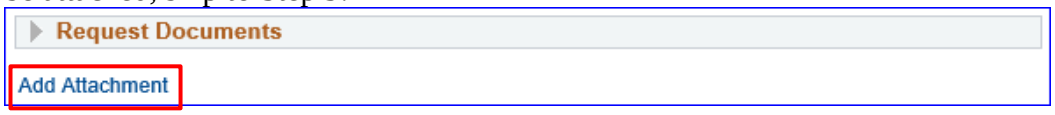
Proxy: Submit a Non-Chargeable Absence Request, Continued

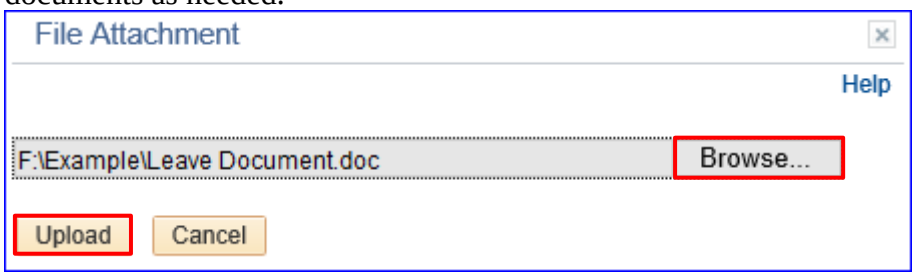
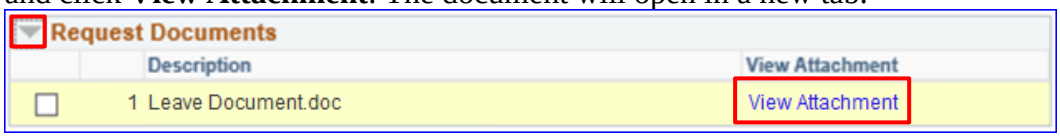
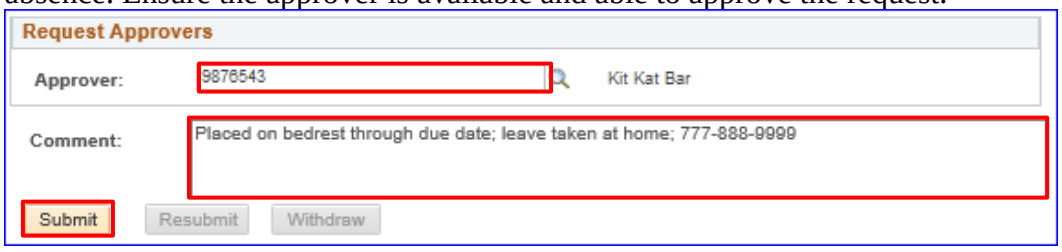
Procedures, continued

Step	Action
5	Complete the following information (all fields are required): • **Type of Absence** – Using the drop-down, select the appropriate type of absence. • **Begin Date** – Enter the first full day of the absence. • **End Date** – Enter the last full day of the absence. • **Event Date** – Enter the date of the event (i.e., date of birth, date of surgery, date of death, etc.) • **Country** – Using the lookup, select the country where leave will be taken. • **City** – Enter the city where leave will be taken. • **State** – Using the lookup, select the state where leave will be taken. • **Zip Code** – Enter the zip code where leave will be taken. Click **Get Details**. **NOTE:** For a description of each of the types of absences, see the Type of Non-Chargeable Leave chart. 
6	The Request Information section will populate with the **# of Days Absent** and the **# of Days Allowed** for the Type of Absence selected. 
7	The Request Documents section allows attachments to be added to the request. If documents are to be added, click **Add Attachment**. If no documents need to be attached, skip to Step 9. 

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
8	When the File Attachment search box opens, select **Browse** and locate the appropriate document. Click **Upload**. Repeat Steps 7 & 8 to attach any additional documents as needed. 
9	To view the uploaded document, click the **arrow** in front of Request Documents and click **View Attachment**. The document will open in a new tab. 
10	Enter the **Approver's** Emplid. **Comments are required**. Enter the details for the non-chargeable absence request. It is also recommended to include the absence address and phone number in the comments block. Click **Submit** to forward the request to the approving official. **NOTE:** The approver must be the final approving authority for this requested absence. Ensure the approver is available and able to approve the request. 

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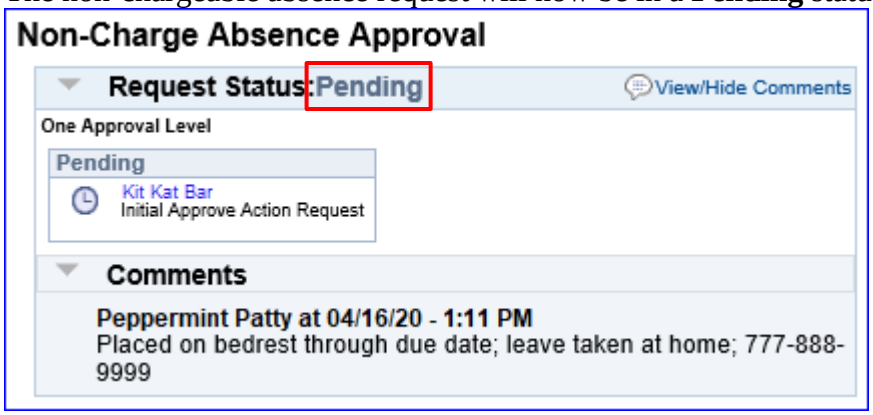
Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
11	The non-chargeable absence request will now be in a **Pending** status. 

Proxy: Edit or Withdraw a Non-Chargeable Absence Request

Introduction

This section provides the procedures for a proxy to edit or withdraw a non-chargeable absence request on a member's behalf in DA.

Important Information

Non-chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) **MUST** be withdrawn and resubmitted to a new AO.

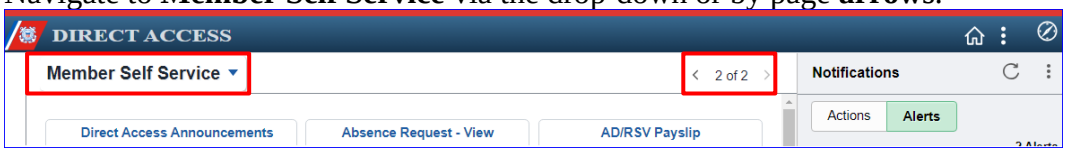
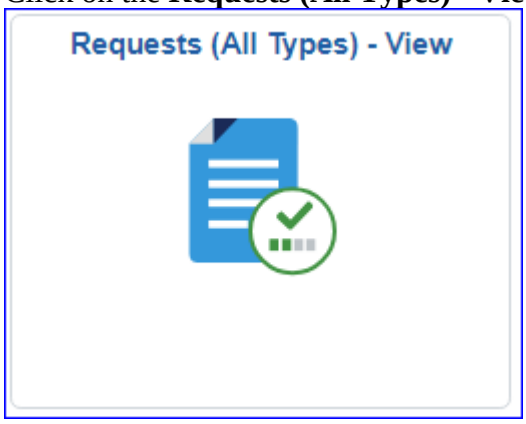
Remember: Non-chargeable absence requests in an Approved or Terminated status may **NOT** be edited or withdrawn.

Roles

To access the **Proxy – Submit Non-Charge Abs** link, the proxy must have the CGHRS or CGFIELDADM role.

Procedures

See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**. 
2	Click on the **Requests (All Types) - View** tile. 

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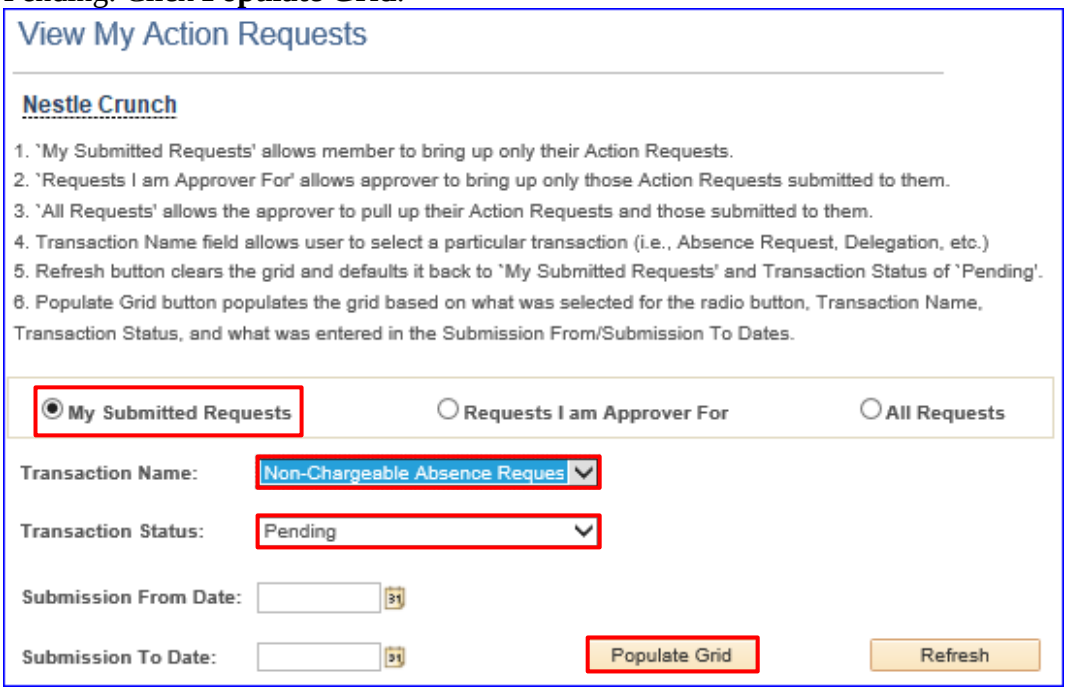
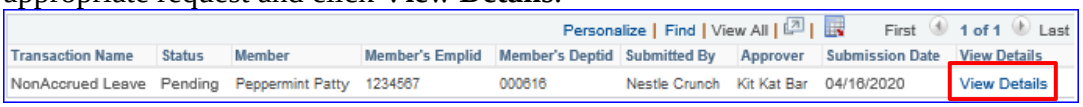
Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

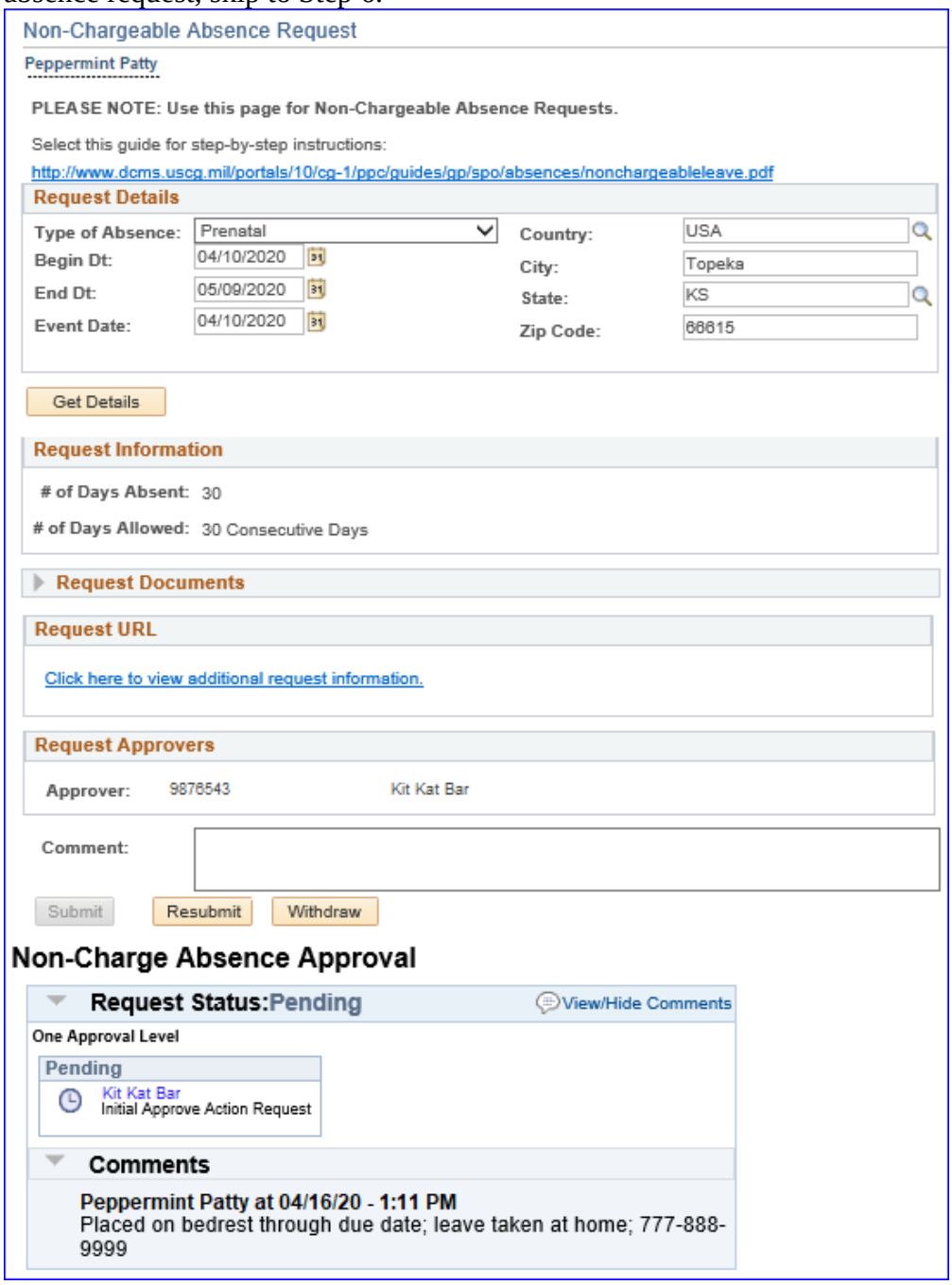
Step	Action
3	The View My Action Requests page will display. Leave the **My Submitted Requests** radio button selected. Using the drop-down, change the **Transaction Name** to Non-Chargeable Absence Requests. Leave **Transaction Status** as Pending. Click **Populate Grid**. 
4	A list of pending non-chargeable absence requests will display. Locate the appropriate request and click **View Details**.  **NOTE:** The status of an absence request will determine if it can be updated or just viewed.

Status	Editable or View Only
Pending	Editable
Denied	Editable
Approved	View Only
Terminated	View Only

Continued on next page

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
5	The Submit Non-Chargeable Absence Request page will display. To **edit** the non-chargeable absence request, continue to Step 5. To **withdraw** the non-chargeable absence request, skip to Step 6. 

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Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

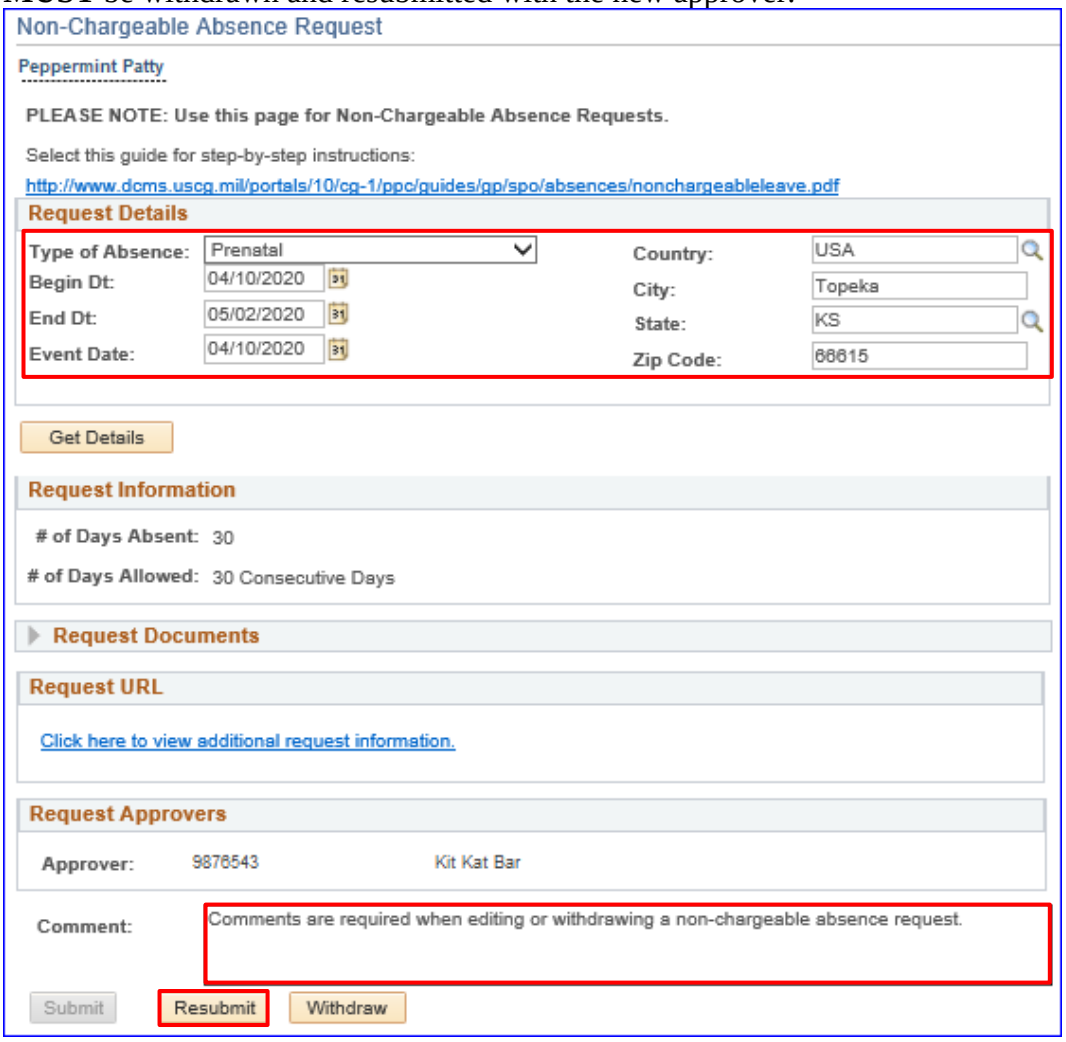
Procedures, continued

Step	Action
6	To **Edit** the non-chargeable absence request: Changes may be made to:

• **Type of Absence**	• **Country**
• **Begin Date**	• **City**
• **End Date**	• **State**
• **Event Date**	• **Zip Code**

Comments are required. Once all changes have been made, click **Resubmit**. The updated request will be forwarded for approval.

NOTE: If a new **Approver** is required, the non-chargeable absence request **MUST** be withdrawn and resubmitted with the new approver.



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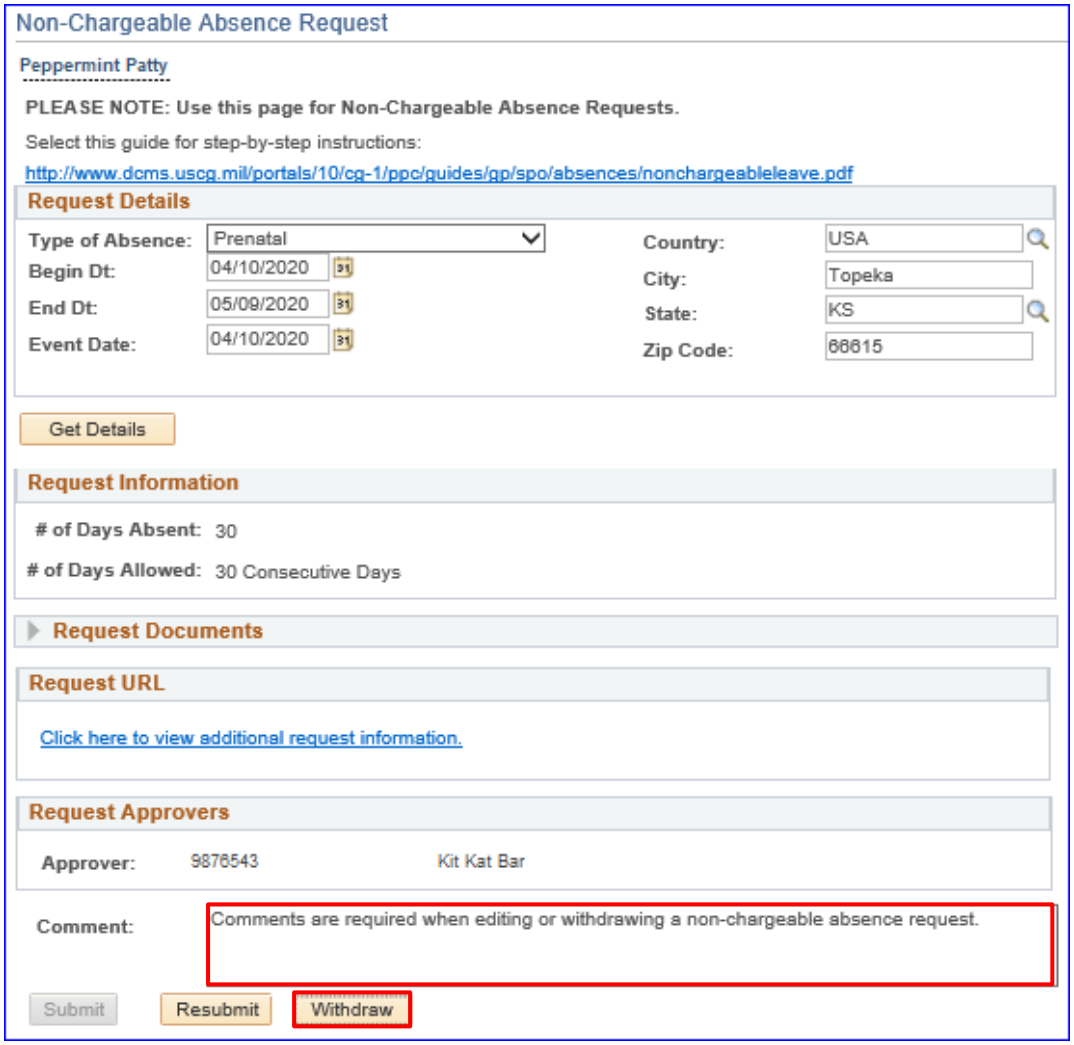
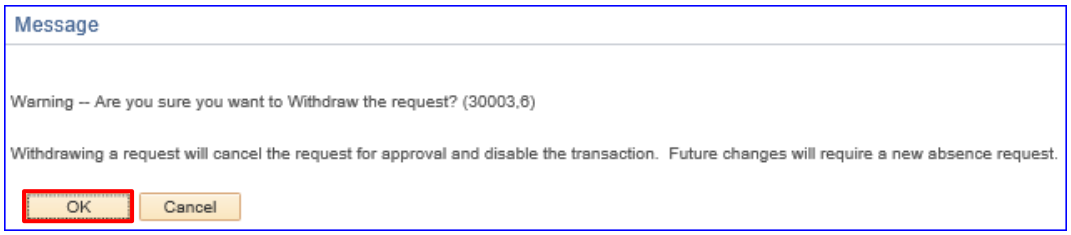
Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
7	To **Withdraw** a non-chargeable absence request, enter **comments** as appropriate and click **Withdraw**. 
8	A warning message will display. If you are sure you want to withdraw the request, click **OK**. 

Non-Chargeable Absence Request Statuses

Introduction

This chart explains the status, provides a brief description, who the user is, and the details about what the user can and cannot do in that status.

Information

Status	Description	User	In this Status, the user
Pending	Has been submitted by requester but not approved	Requester	• CAN change details and then resubmit. The original request will be **Terminated,** and a new request will be submitted with the changes. • CAN withdraw the request and will be set to **Terminated**.
		Approver	• CAN change details and approve. Request Status changes to **Approved**. • CAN deny the request and status changes to **Denied**.
Terminated	Has been withdrawn by requester	Requester	CAN view the details, comments and approver, but CANNOT make any changes.
		Approver	CAN view the details, comments and approver, but CANNOT make any changes.
Approved	Has been approved by the approver but not processed	Requester	CAN view the details, comments and approver but CANNOT make any changes.
		Approver	CAN change the details and approve. Status changed to **Approved**.
	Has been through a Payroll Process	Requester	CANNOT make any changes. If changes are necessary, the SPO will need to make changes.
Denied	A pending request has been denied by the approver	Requester	CAN change details and then resubmit. The original request will be **Terminated,** and a new **Pending** request will be submitted with the changes.
		Approver	CAN view the details, comments and approver but CANNOT make any changes to it.

Email Notifications

Introduction

This chart details when email notifications will be sent to either the approver or requester.

Information

User	Action	Email Sent To
Requester/Proxy	• Submits a non-chargeable absence request to approver. • Makes a change to their pending non-chargeable absence request. • Withdraws their pending non-chargeable absence request. • Makes a change to their denied Absence Request	Approver or Delegated Approver
Approver or Delegated Approver	• Approves a non-chargeable absence request. • Denies a non-chargeable absence request. • Makes changes to an Approved non-chargeable absence request that has not processed through payroll yet. • Denies an Approved non-chargeable absence request that has not processed through payroll yet	Requester

Non-Chargeable Absence Counts

Introduction

This section provides procedures for running the Non-Chargeable Absence Counts report for tracking the number of the various types of **non-chargeable** absences in DA.

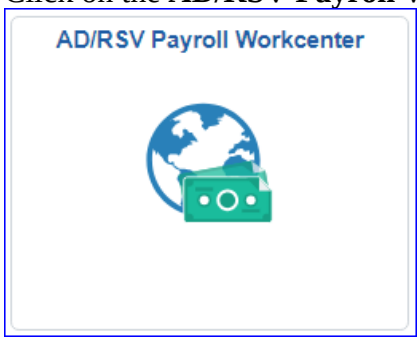
Important Information

This report will provide a count of each of the non-chargeable absence types utilized throughout each Fiscal Year.

Users must have one of the following roles to access this report:
- CGSSCMD
- CGHRS
- CGHRSUP
- CGHRSIC
- CGHRSICSUP

Procedures

See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. 

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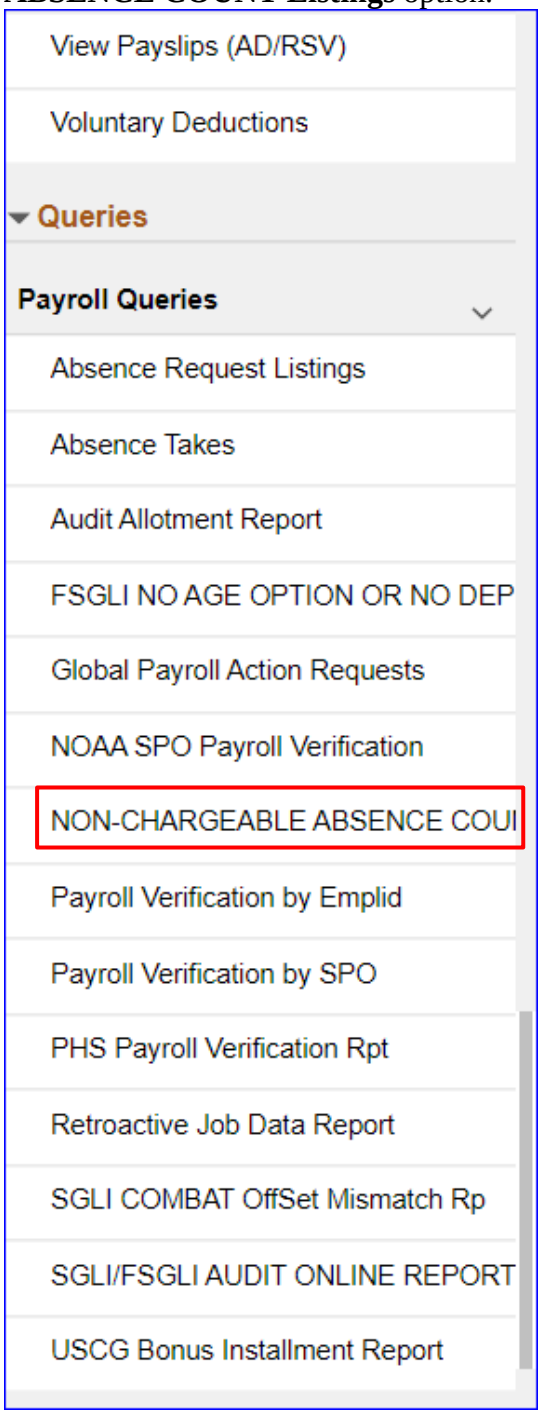
Non-Chargeable Absence Counts, Continued

Procedures, continued

Step	Action
2	Scroll to the **Queries** drop-down and select the **NON-CHARGEABLE ABSENCE COUNT Listings** option. 

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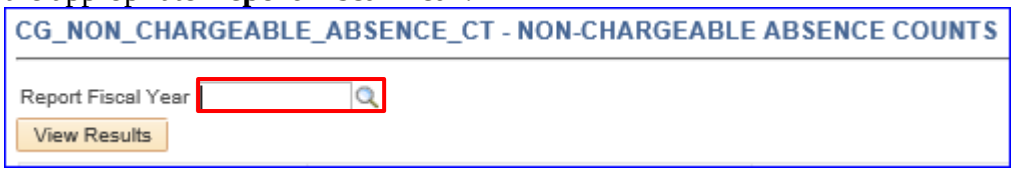
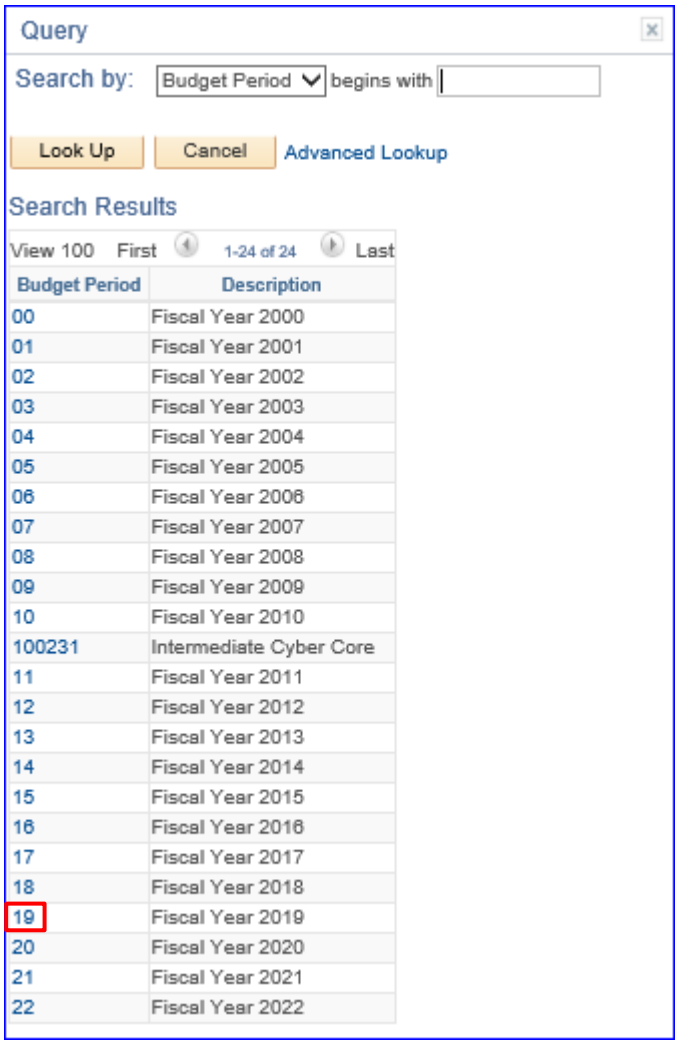
Non-Chargeable Absence Counts, Continued

Procedures, continued

Step	Action
3	The CG_NON_CHARGEABLE_ABSENCE_CT – NON-CHARGEABLE ABSENCE COUNTS report page will display. Using the lookup function, select the appropriate **Report Fiscal Year**.





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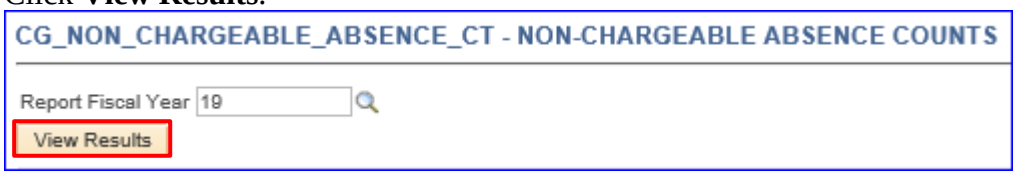
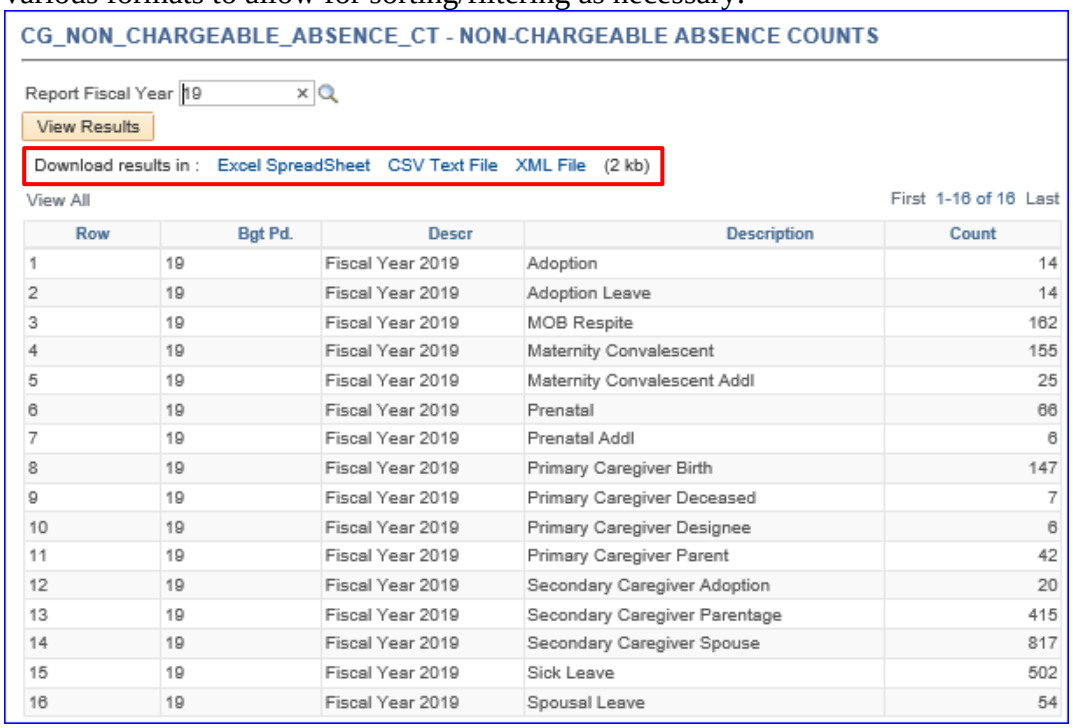
Non-Chargeable Absence Counts, Continued

Procedures, continued

Step	Action
4	Click **View Results**. 
5	The results will display for that fiscal year. The results may be **downloaded** into various formats to allow for sorting/filtering as necessary. 

Row	Bgt Pd.	Descr	Description	Count
1	19	Fiscal Year 2019	Adoption	14
2	19	Fiscal Year 2019	Adoption Leave	14
3	19	Fiscal Year 2019	MOB Respite	162
4	19	Fiscal Year 2019	Maternity Convalescent	155
5	19	Fiscal Year 2019	Maternity Convalescent Addl	25
6	19	Fiscal Year 2019	Prenatal	66
7	19	Fiscal Year 2019	Prenatal Addl	6
8	19	Fiscal Year 2019	Primary Caregiver Birth	147
9	19	Fiscal Year 2019	Primary Caregiver Deceased	7
10	19	Fiscal Year 2019	Primary Caregiver Designee	6
11	19	Fiscal Year 2019	Primary Caregiver Parent	42
12	19	Fiscal Year 2019	Secondary Caregiver Adoption	20
13	19	Fiscal Year 2019	Secondary Caregiver Parentage	415
14	19	Fiscal Year 2019	Secondary Caregiver Spouse	817
15	19	Fiscal Year 2019	Sick Leave	502
16	19	Fiscal Year 2019	Spousal Leave	54