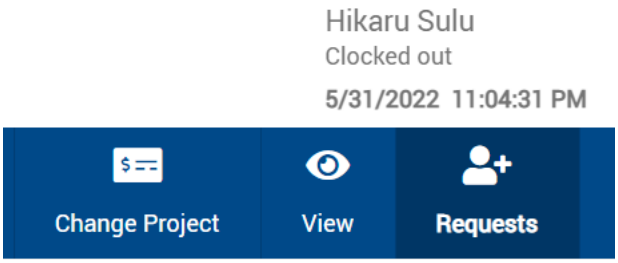
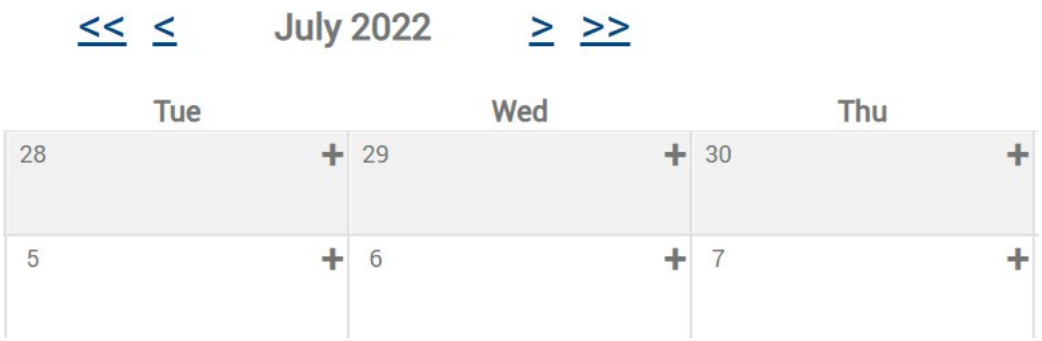
TimeClock Plus – Pro Development Admin Leave

Starting in July, a new leave bank, Pro Development Admin Leave, will be added to eligible employees in TimeClock Plus. 24 hours of this new leave type will be added to each eligible employee's accruals (prorated for part-time employees).

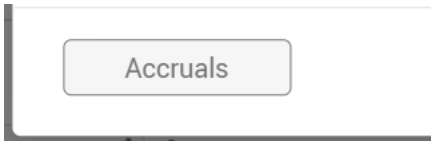
This can be requested like annual and sick leave in the Requests section.



Click the plus sign in the requests calendar on a day when the admin leave is requested.



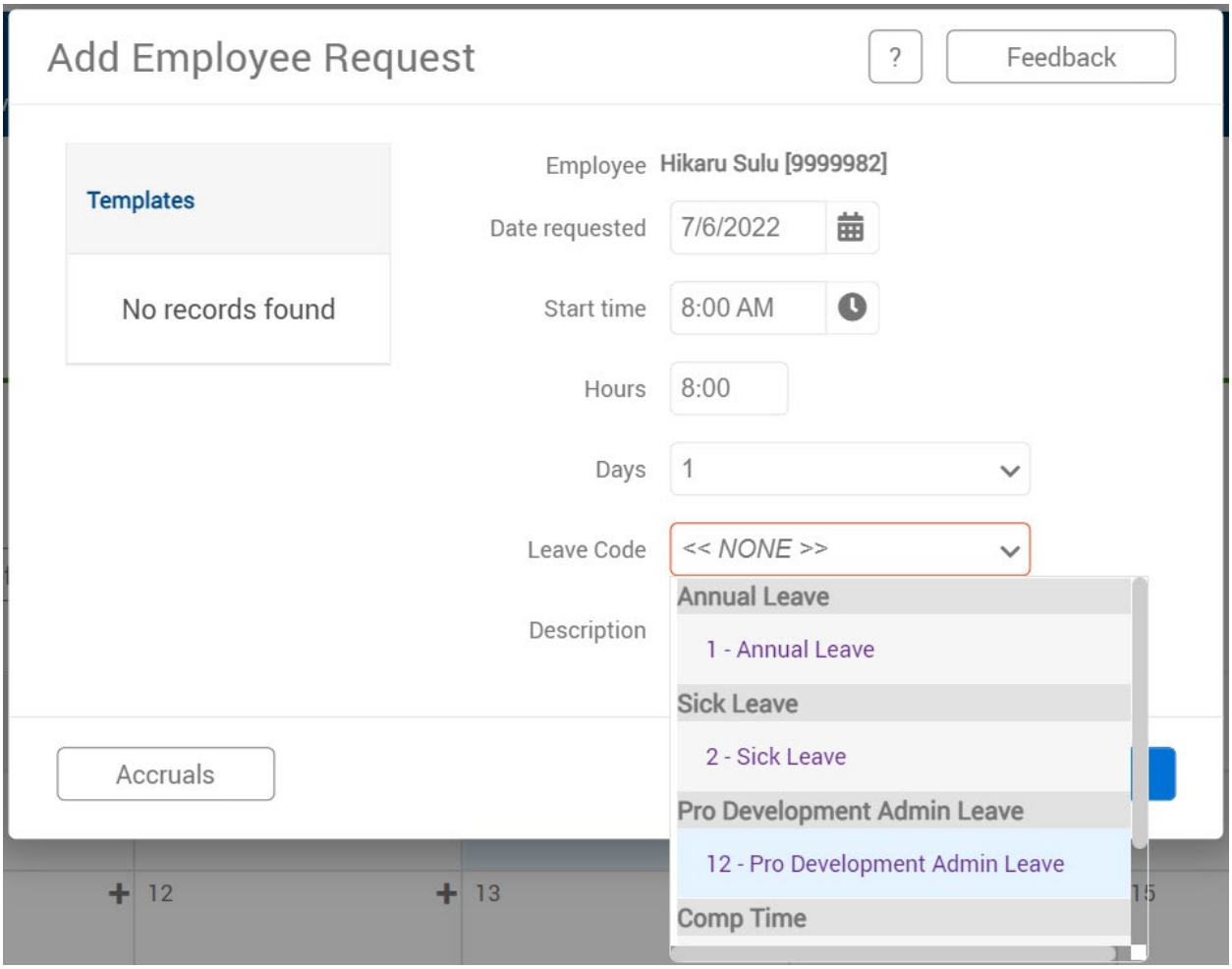
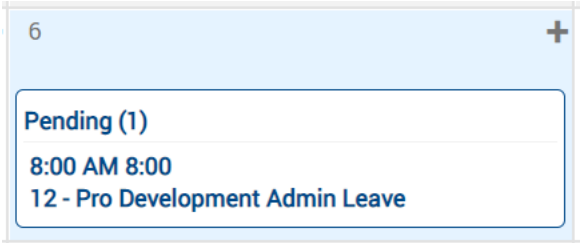
To view current accrual balance as of that day, click the Accruals button.



The balance is separate from annual and sick leave, called "Pro Development Admin Leave."

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Annual Leave	200.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	200.0000 Hours
Comp Time	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours
Pro Development Admin Leave	24.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	24.0000 Hours

On the leave request, enter the number of hours to take for the day and choose "Pro Development Admin Leave" as the leave code.



The request will show as pending, and an email will be sent to the supervisor for approval. Once approved, the leave taken will be deducted from the leave bank.