



## Leave of Absence Request Portal Version 1.5

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## Summary

The Leave of Absence Request portal provides a means for employees to apply for a leave of absence electronically. The process involves multiple options for applying for leave. Currently the leave types available in this application are:

1. LOA – Leave of Absence
2. WPA – Workplace Accommodations
3. BEA – Bereavement Leave

Only active Round Rock ISD employees may login to the Leave of Absence Request Portal. Employees use their Round Rock ISD district network credentials, employee id number and password. Upon complete login, employee demographic information currently on file with HR/Payroll/Benefits department displays. In the event employee demographic information is not correct, employees must login to the Employee Self Service (ESS) application to update their demographic information. Employee will then enter the requested leave start date, select the leave reason that best fits their absence need, and complete the address, personal email and phone number. The address automatically fills in from the demographic data. Additional selections and questions are provided on subsequent pages depending on the answers as the form is filled in. Links appear on multiple pages to help provide additional information. Employee submits his/her leave request and required medical certification when required. Upon submission, employees will receive an email confirmation. The Benefits department will review request submitted and will complete the process once any required medical certification has been provided. Send questions to [benefits@roundrockisd.org](mailto:benefits@roundrockisd.org)

## Help

This help document is available at any time in the application by clicking on the blue question mark icon at the top right of the page.



## Login

The Leave Request portal is available inside or outside the district network. The same url is used from both locations. The url is: <https://apps.roundrockisd.org/leaverequest>

Employees use their district network credentials to log in. Enter your credentials and click the **Next** button.

Username

Password

Next



### Select a Leave Reason

Enter requested leave start date, select leave reason, make sure address is correct, enter personal email and phone number where you can be contacted, and click the **Next** button. Use the link to the district Leave of Absence webpage for further information if needed. Additional pages with questions will appear as you answer the questions. The Benefits team will reach out and request more information from you as needed depending on your answers to the questions in the form.

### Select Reason

EmpNo: [REDACTED]  
Name: [REDACTED]  
Position: [REDACTED]  
Campus/Dept: [REDACTED]

Requested Leave Start Date:  **1**

Please review the [RRISD Leave of Absence webpage](#) for further information to assist you in selecting the correct leave Reason below.

Reason

LOA - Leave of absence **2**  
 WPA - Workplace Accommodations  
 BEA - Bereavement Leave

Employee Street:   
Employee City:   
Employee State:   
Employee Zip:   
Personal Email:  **3**  
Employee Phone:  **4**  
 **5**



### Select a category

Select a category from the list and click the **Next** button. Different categories appear for each leave reason. The categories shown below are examples for the LOA – Leave of Absence reason.

Select Category

EmpNo [REDACTED]  
Name [REDACTED]  
Position [REDACTED]  
Reason LOA - Leave of absence

See the [RRISD Leave of Absence webpage](#) for further information.

**Category**

- Employee's own serious health condition
- Birth of a child, or placement of a child
- Care for a child, spouse or parent
- Military - employee's active duty
- Military - family member active duty
- Military - family member's injury or illness

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### Select Details

Different detail items appear for each leave reason and category. As you make selections and answer questions, other items may appear or disappear based on your selections. Provide answers to all visible questions and click the **Next** button. The application highlights any required items that you did not provide. Provide all required answers and click the **Next** button again. Once all items are provided, the Review and Submit page appears.

Some categories provide links to download forms and documents relevant to the selected category. The linked forms may be required before your request can be completed. Submit medical certification forms to your health care provider. Follow all the instructions for the selected category.



### Confirm selections and complete submission

When all items have been entered verify entries and enter your employee id to confirm information entered is valid. Select the Submit button and your request will be submitted. You will receive a confirmation email upon your submission.

#### Review and Submit

EmpNo	111111
Name	XXXXXXXXXX
Position	XXXXXXXXXXXXXXXXXXXX
Campus/Dept	XXXXX XXXXXXXXXXXXXXX
Employee Street	123 ANY STREET
Employee City	ROUND ROCK
Employee State	TX
Employee Zip	78664
Personal Email	your.email@provider.com
Employee Phone	(555) 555-5555
Start Date	2/20/2026
Reason	LOA - Leave of absence
Category	Employee's own serious health condition
Is Injury	False
Is Assault	False
Injury Description	
Intermittent	False

Additional Information

By entry of my employee ID number, I hereby attest that the information I have provided to the District is true and correct. I understand that providing false information to the District may result in disciplinary consequences.

Employee No

1

Please print this page for your records prior to submission.

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Submit

2