

ACCESS E-LEAVE

- Go to <https://nsips.nmci.navy.mil> > Read Security Disclaimer > Click the box stating you agree disclaimer > Click **Agree** > Click **Logon** > Select your Self-Service account > Read Security Disclaimer > Click the box stating you agree to the disclaimer > Click **Logon**.

NAVIGATE E-LEAVE

- Use hyperlinks on the e-Leave Administration Home Page to navigate within the system.
- Use the lookup icon to select specific search criteria when available, if needed.

SELECT THE CORRECT LEAVE TYPE FOR AN E-LEAVE REQUEST

When submitting an e-Leave Request, guidance can be found regarding every type of leave available within the MILPERSMAN.

- Click e-Leave > Click e-Leave Request > In the Leave Request Information section, 12. Type of Leave field, click the lookup icon and select type of leave requesting.

SUBMIT AN E-LEAVE REQUEST

Once an e-Leave is submitted, any changes require the submitted e-Leave request to be canceled and a new e-Leave request submitted.

- Click e-Leave > Click e-Leave Request > Complete the e-Leave Request Form > Verify approval workflow > Check box certifying sufficient funds are available to cover the leave cost > Click Submit for Approval.
- Repeat process for additional UICs.

VIEW PENDING E-LEAVE REQUESTS STATUS

- Click **e-Leave** > Click **e-Leave Inquiry**.

PRINT AN E-LEAVE REQUEST

- Click **e-Leave** > Click **e-Leave Inquiry** > Click **View Details** for appropriate e-Leave request > Click **Print**.

CANCEL AN APPROVED E-LEAVE REQUEST PRIOR TO CHECK OUT

A justification for canceling the e-Leave request is mandatory.

- Click **e-Leave** > Click **e-Leave Inquiry** > Click **View Details** for appropriate e-Leave request > In the Reason for Cancellation of e-Leave Request field, type reason for canceling the e-Leave request > Click **Cancel e-Leave Request** > Click **Yes** to verify you want to cancel the e-Leave request.

CHECK OUT ON LEAVE

When Checking Out, be aware of the relationship between the Working Hours and the Check Out (From/To) Times as these are what calculate the actual number of days of leave charged.

- Click **e-Leave** > Click **e-Leave Check Out/Check In** > Click **Check Out** for appropriate e-Leave request > Complete the Check Out Box > Click **Submit Check Out Request**.

REQUEST LEAVE EXTENSION

A justification for requesting an extension is mandatory.

- Click **e-Leave** > Click **e-Leave Extension Request(s)** > Click **Request Extension** for the appropriate e-Leave request > Complete the Leave Extension section New Leave Return Date and New Leave Return Time fields > Type a reason for the extension request in the Reason for Leave Extension Request box > Click **Submit for Approval**.

CHECK IN FROM LEAVE

When Checking In, be aware of the relationship between the Working Hours and the Check In (From/To) Times as these are what calculate the actual number of days of leave charged.

- Click **e-Leave** > Click **e-Leave Check Out/Check In** > Click **Check In** for appropriate e-Leave request > Complete the Check In box > Click **Submit Check In Request**.

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REVIEWER

A Reviewer can Recommend or Not Recommend approval of an e-Leave request. If the Reviewer does Not Recommend approve, a justification is required.

REVIEW E-LEAVE REQUESTS AND PROVIDE RECOMMENDATION FOR APPROVAL/DISAPPROVAL

- Click **e-Leave** > Click **e-Leave Inquiry** > Select appropriate leave request to review.
- Review leave request > Click **Recommended** or **Not Recommended** > Click **Submit**.

APPROVER

An Approver can Approve or Disapprove an e-Leave request, however if the e-Leave request is disapproved then documentation on the CO's concurrence is required.

APPROVE/DISAPPROVE E-LEAVE REQUESTS IN ACCORDANCE WITH COMMAND POLICY

- Click **e-Leave** > Click **e-Leave Inquiry** > Select appropriate leave request to review.
- Review leave request > Click **Approve** or **Disapprove**> Click **Submit**.

Note: Documentation of the CO's disapproval of the leave is required prior to selecting Disapprove.