

**WINCAP WEB  
TIPS, TRICKS & HELPFUL HINTS  
WHAT EVERYONE NEEDS TO KNOW**

**DID YOU KNOW???**

There are certain types of absences that you should **NOT** request through your WinCap Web account (Conferences, Leave Without Pay, Worker's Compensation and Sick Leave Bank)

**Conference Days** - are recorded through My Learning Plan only. It is not necessary to record absences for conference days or professional visits in WinCapWeb.

**Leave Without Pay** - you should complete the Employee Leave Request form available on our web site. This form must be signed by your Supervisor and the Director of Personnel & Labor Relations prior to you taking the day off. The absence will be recorded by Tammy Jones in the Personnel Office. [Link to Employee Leave Request Form](#)

**Worker's Compensation** - you should complete the Employee Leave Request form available on our web site. The absence will be recorded by Donna Robillard in the Personnel Office. [Link to Employee Leave Request Form](#)

**Sick Leave Bank** - if you are utilizing days from a Sick Bank, the days will be recorded by Tammy Jones in the Personnel Office.