**Planned absence?**

If you know well in advance, i.e. doctor appointment, jury duty, etc. that you will not be able to report to work, please use the following guidelines to electronically make the request:

Go to the Employee Self Service portal https://ess.hingham-ma.gov/MSS and log in the upper right corner.

Enter your user name and password.

Tap “Employee Self Service” on the left side and, from the drop down box, choose

“Time Off” then “Request TimeOff” below that.

The program will walk you through 4 quick steps to request time off:

1. Tap on the calendar to select date(s) you will be absent.

Click “Continue”.

1. Choose Type of absence (eg, sick, personal)

Click “Continue”.

1. Change from full day to .5 if you are only using a half day

Click “Continue”.

1. Choose reason from the drop down box – ignore the word “optional” in the box. It is NOT optional, please choose reason and, if necessary, provide additional information in the Comments box. If bereavement, please indicate the relationship to the deceased. Refer to your Contract to confirm if it can be a “paid” bereavement. Click “Make Request.”

 Your request will be forwarded to your supervisor for approval. If you need a sub, please follow the “Need a sub for a Planned Absence” directions.