



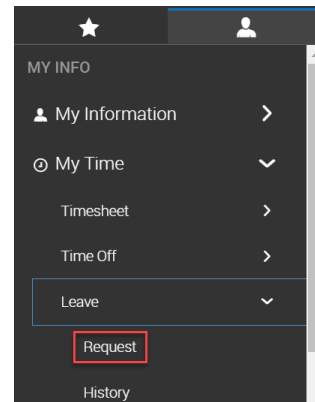
Job Aid

## Requesting Leave of Absence

The Leave of Absence Request section of My Account provides an automated way to request a leave of absence. This job aid guides you through the steps of navigating the page and submitting a leave of absence request.

### Navigating the Leave of Absence Request screen

- 1 Navigate to **My Info > My Time > Leave > Request**.
- 2 The **Leave of Absence Request** screen appears.



### Submitting a Leave of Absence Request

- 1 Click the **Reasons** drop-down list arrow to select the applicable reason type from the list.
- 2 Click the **Start Date** calendar or enter the start date
- 3 Click the **End Date** calendar or enter the end date.
- 4 For the applicable **Request Type**, select the applicable radio button:
  - a.) **Continuous**: Leave consists of set hours per day that will span a continuous schedule of days (chosen from the schedule type).
  - b.) **Intermittent**: Leave consists of a certain number of times within a specific period (days or weeks) for a certain number of hours each time.
  - c.) **Intermittent (Weeks/Days)**: Leave consists of a certain number of weeks with defined hours or time for certain days of the weeks (bulk hours, employee standard workday, scheduled, start/end times) for the days checked off for each week. Optionally, separate settings can be specified for individual days with differently assigned schedule types.
- 5 In the **Comments** field, enter any additional comments.
- 6 Click **Submit Request**.

**Result:** The request record will be viewable in the History dashboard in the main workspace.



1

Reason \*

Request type \*

4

2

Start Date \*

mm/dd/yyyy

End Date \*

mm/dd/yyyy

Comment

SUBMIT REQUEST

6

3

5

a

Reason \*

Maternity Leave

Request type \*

Continuous

Start Date \*

mm/dd/yyyy

End Date \*

mm/dd/yyyy

Schedule Type \*

Monday-Friday

Hours \*

Comment

SUBMIT REQUEST

