

Request Leave of Absence

(Extended Leave, FMLA, Military, Workers Compensation)

From the **Employee** homepage, click on To Do, then click on My Time on the left side of your screen or click on the My Time widget in the center –



The **Calendar Page** displays.

Click on the beginning date of Leave.

A pop-up box appears. Click on **Leave of Absence**

INSTRUCTION

- Enter the Leave Reason
- Enter the Leave Type
- Enter the Beginning of Leave Date
- Enter the Estimated Return Date
- Type in any additional information

Click **OK**

Once dialogue box closes, notice the entry appears on the requested date.

CANCEL Request

To cancel this leave request, select the entry on the calendar and select **Cancel**.

A dialogue box appears, please select the reason by clicking on the magnifying glass. Add comments if applicable.

Click **OK**