

You may submit your leave of absence request for FMLA (Family and Medical Leave Act) or Military purposes from the employee workspace. If you are already on leave of absence you can request additional time against an existing leave case using the same workspace. Requests for new leave cases and additional leave time are forwarded to your Leave Administrator.

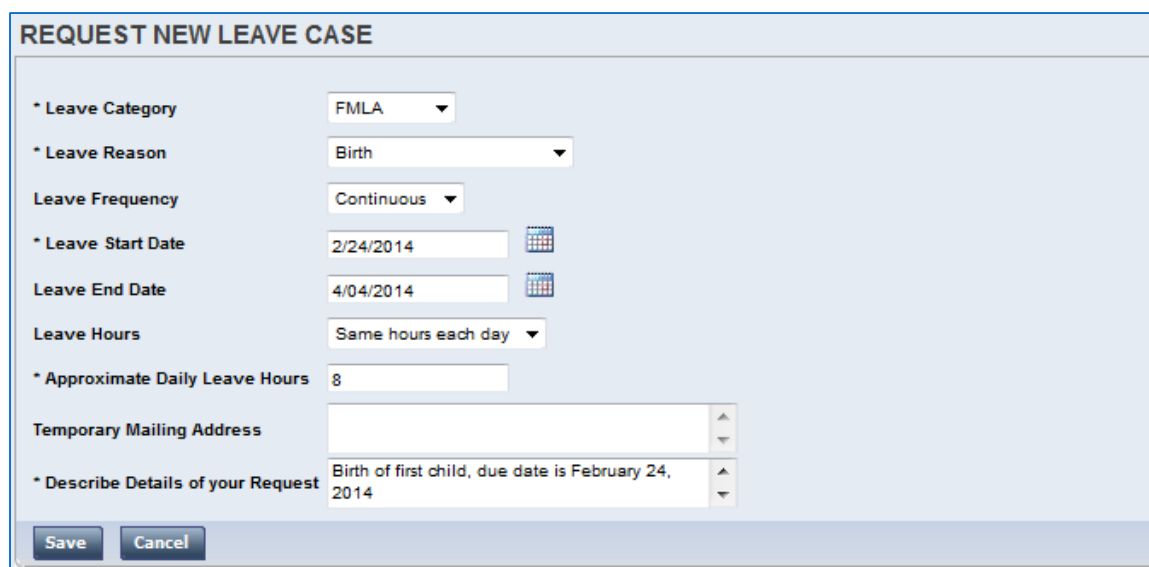
Request New Leave Request

- 1 Select **My Extended Leave Request** from the **Related Pane**.
- 2 Click **Request New Leave Case** from the Requests list.



The screenshot shows a 'Requests' menu with the following options:

- View My Leave Cases
- Request New Leave Case (highlighted with a red box)
- Cancel Leave Case
- Request Additional Leave Time
- Cancel Request for Additional Leave Time



The screenshot shows the 'REQUEST NEW LEAVE CASE' form with the following fields:

- * Leave Category: FMLA
- * Leave Reason: Birth
- Leave Frequency: Continuous
- * Leave Start Date: 2/24/2014
- Leave End Date: 4/04/2014
- Leave Hours: Same hours each day
- * Approximate Daily Leave Hours: 8
- Temporary Mailing Address: (empty)
- * Describe Details of your Request: Birth of first child, due date is February 24, 2014

Buttons: Save, Cancel

- 3 Select **Leave Category**.
 - FMLA - Family and Medical Leave Act
 - Military – Federal or State Military service
- 4 Select **Leave Reason**. Leave Reason list changes based on Leave Category selected.
- 5 Select **Leave Frequency**.
 - Continuous (i.e. birth of a child, having surgery, etc.)
 - Intermittent (i.e. physical therapy once a week for the next 3 months)
- 6 Select **Leave Start Date**.
- 7 Select **Leave End Date**. **NOTE:** You may leave the Leave End Date field blank if the end date is unknown.
- 8 Enter **Approximate Daily Leave Hours**. For continuous leave, enter your normal daily hours (i.e. 8). For intermittent leave, enter the number of hours you need for the day (i.e. therapy will take 2 hours each visit).
- 9 The **Temporary Address** is an optional field that is only for the Leave Request and will not change your address in your permanent records. (i.e. address of the relative you are assisting or the rehab center where you will be staying.)
- 10 Enter an explanation of the leave request in the **Describe Details of Your Request** field.
- 11 Click the **Save** button.

You will receive a message that your request has been forward to your Leave Administrator. Your Leave Administrator will verify your eligibility. If you are eligible, the Leave Administrator will provide you with the required paper work to complete the process.