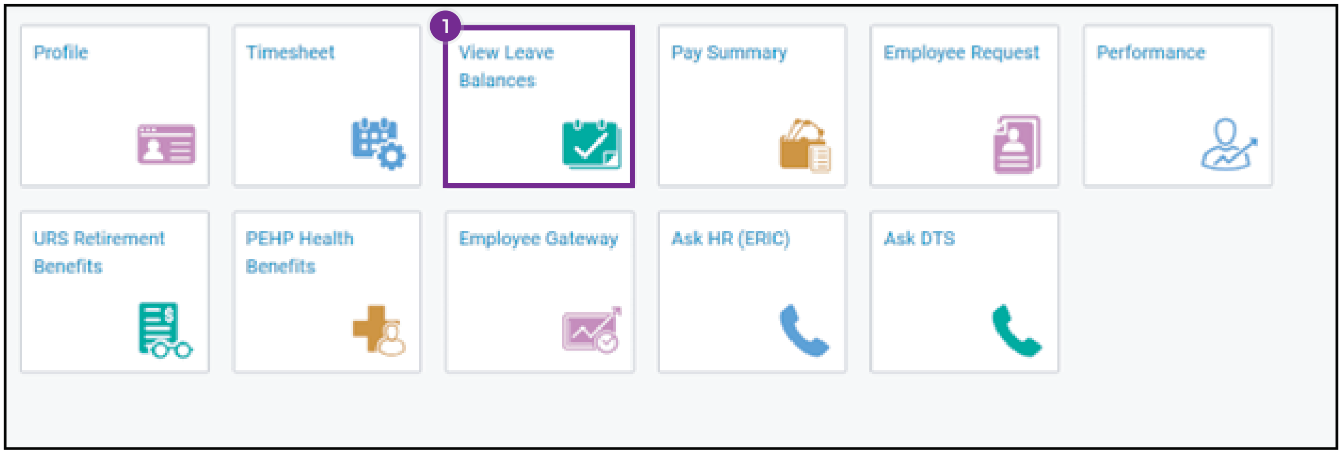
# Create a Leave Request

## Instructions

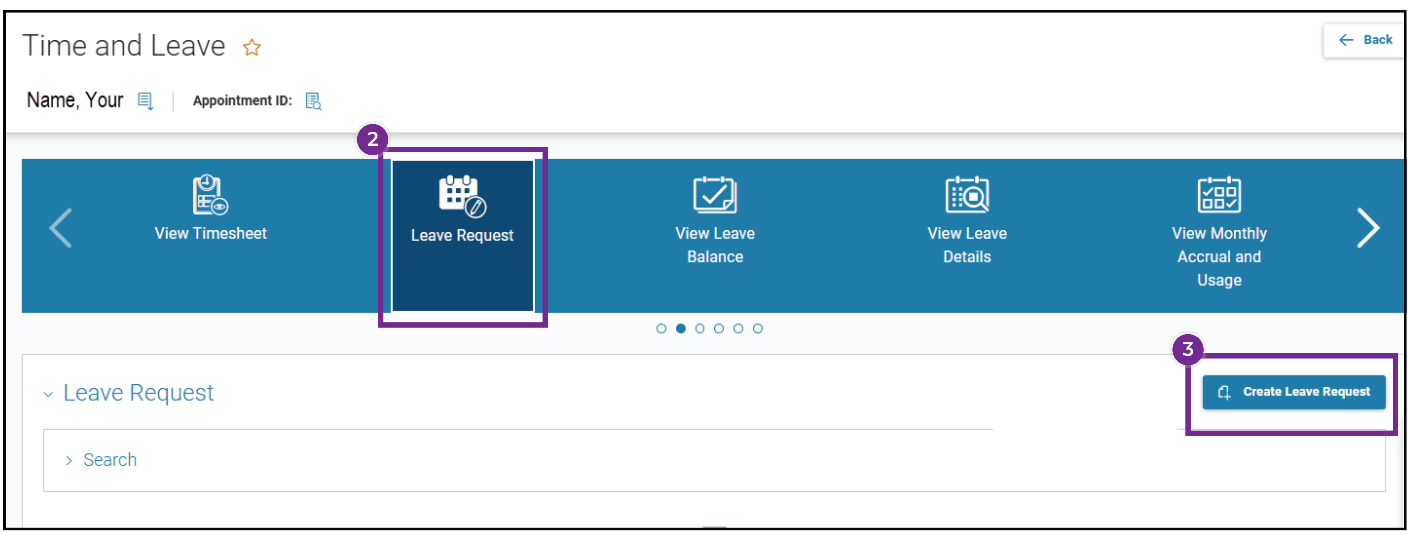
1. Click on the **View Leave Balances** tile on the Employee Dashboard landing page.




This opens your **Time and Leave** dashboard.

2. Click **Leave Request**. This opens the page where you can add a request.

3. Click the **Create Leave Request** button.



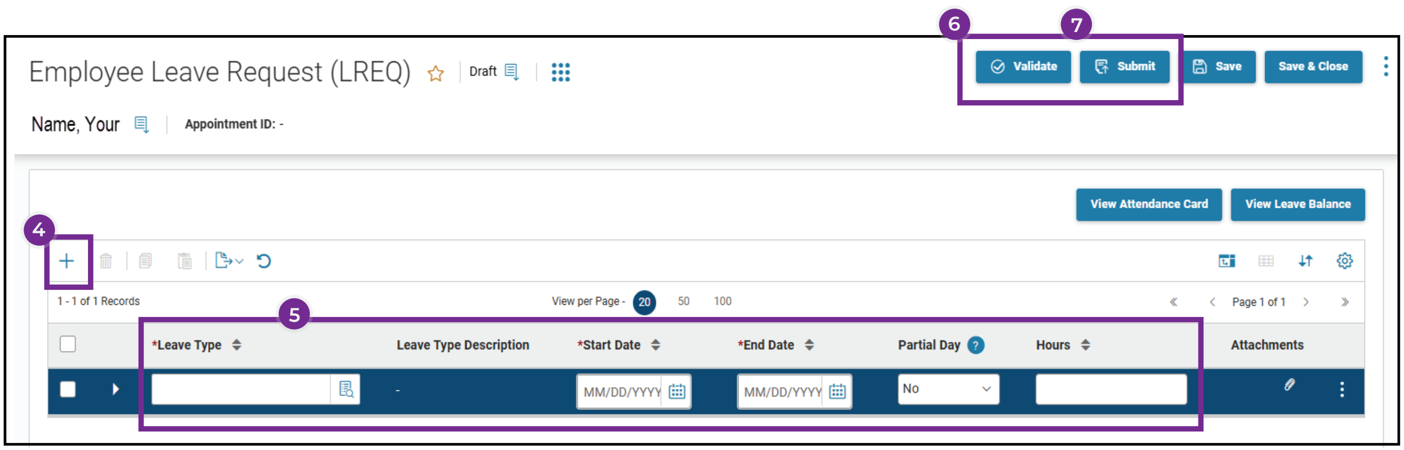

4. Use the **plus icon** + to add an additional line for different event types.

5. Enter the following:
- **Leave Type**
- **Start Date**
- **End Date**
- Select a **Partial Day** option from the drop-down
- **Hours**

**Note:** You can also upload supporting documents with the **Attach** button, such as a doctor's note, if needed.

6. Click **Validate** to check for errors.

7. When error-free, click **Submit**.




The request is routed to your manager for review and approval.

## TIPS FOR SUCCESS

- Submit requests as early as possible to allow time for scheduling.
- Be clear and concise in your comments.
- Attach any required documentation before submitting.
- Regularly check your notifications for updates on your request.