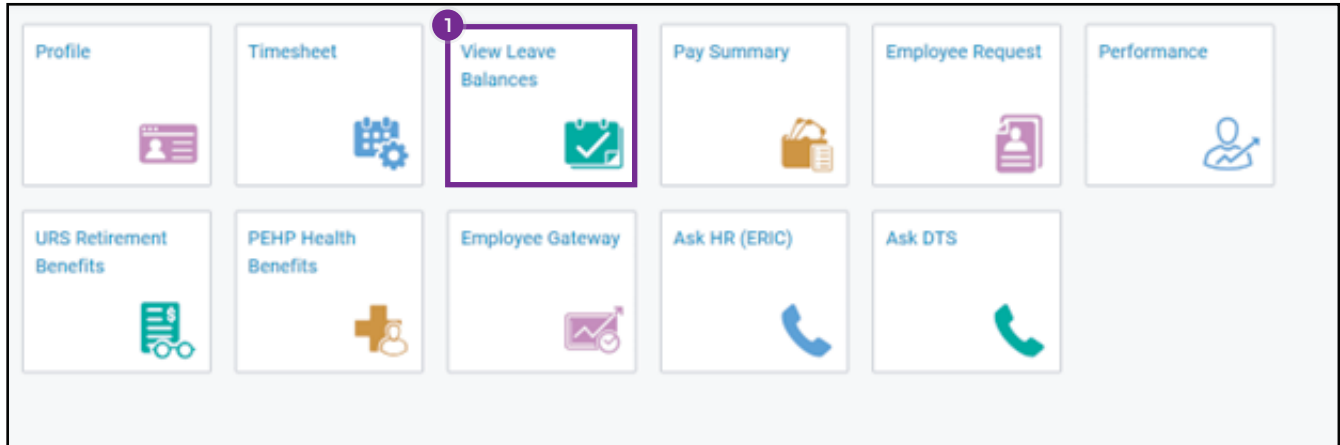


Create a Leave Request

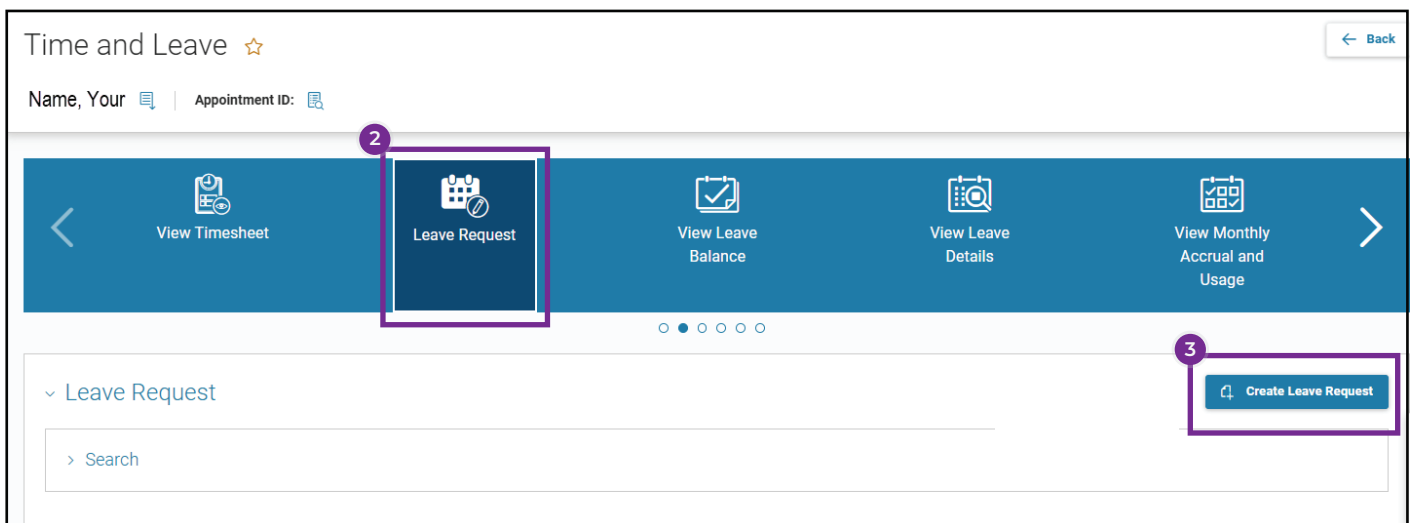
Instructions

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.

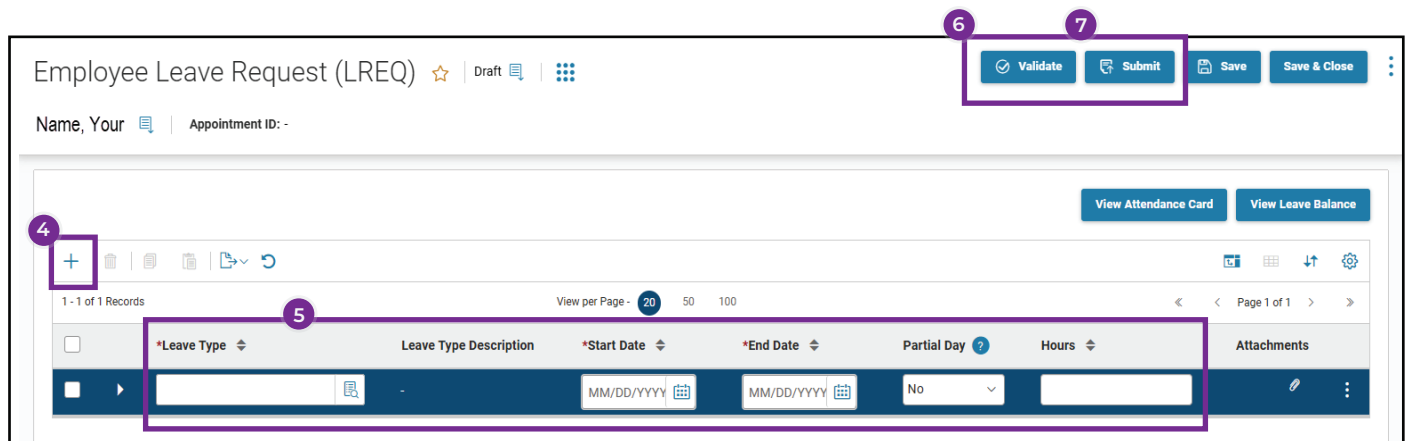
5. Enter the following:

- **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 screenshot shows the 'Employee Leave Request (LREQ)' form. At the top right, there are buttons for 'Validate' (6), 'Submit' (7), 'Save', and 'Save & Close'. Below the header, there are fields for 'Name, Your' and 'Appointment ID:'. The main form area has a table with columns: 'Leave Type', 'Leave Type Description', 'Start Date', 'End Date', 'Partial Day', 'Hours', and 'Attachments'. A callout (4) points to the '+ Add' button. A callout (5) points to the first row of the table. The table has a 'View per Page' dropdown set to 20. The 'Partial Day' column has a dropdown menu with 'No' selected. The 'Hours' column has a text input field.

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.