

Extended Leave Request – Manager Initiated



Request Extended Leave

- 1 Click employee's name to highlight.
- 2 Select **Go To>Leave Case Editor**.

The screenshot shows the 'Manager Workspace' interface. A table lists employees with columns for Name, Leave Case Status, Leave Case Code, Leave Start Date, Leave End Date, Committed Paid Leave Time, Committed Unpaid Leave Time, Last Date/Committed Paid Leave Time, and Last Con U. The 'Punch1, PennyA' row is highlighted. A context menu is open over this row, with 'Leave Case Editor' selected and highlighted with a red box.

- 3 Select **Leave Start Date**.
- 4 Select **Leave End Date**.

NOTE: You may leave the Leave End Date field blank if the end date is unknown.

The 'CASE SUMMARY' form displays the following fields and values:

- Total Committed Takings: 0:00 (Paid Leave) / 0:00 (Unpaid Leave)
- * Leave Start Date: 2/06/2014
- * Initial Leave Request Date: 2/06/2014
- Leave End Date: (blank)
- Requested Daily Leave Hours: Same each day/Variable

- 5 Select **Leave Category**.
 - FMLA - Family and Medical Leave Act
 - Military – Federal or State Military service
- 6 Select **Leave Reason**. Leave Reason list changes based on Leave Category selected.
- 7 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)

The form displays the following fields and values:

- Case Status: Open
- Effective Date: <None>
- * Leave Category: FMLA
- Reason: Serious Health Condition
- Leave Frequency: Intermittent
- * Effective Date: 2/06/2014
- * Leave Case Code: SLFILL
- Case Approval Status: Pending
- Effective Date: (blank)
- Temporary Mailing Address: (blank)
- Details: (blank)

Note: The Leave Case Code pre-fills based on Leave Category and Reason.

- 8 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, etc.).
- 9 In the optional **Details** field, enter any other information that may be relevant to the leave request.
- 10 Click the **Save** button.

Note: After saving the case, notify your Leave Administrator that you have created a case.