



Request Extended Leave

- 1 Click employee's name to highlight.
- 2 Select **Leave Cases** from the Quick Links.

Note: In this example, the Quick Links on Schedule Editor was used. You may initiate a leave request for an employee from any custom view shortcut link.

- 3 Click **New**.

LEAVE CASES

Return
Refresh
New →
Edit →

Timecard | Schedule | People | Reports | Leave Cases

SCHEDULE EDITOR

Loaded: 3:12PM

BY EMPLOYEE
BY GROUP

Save
Actions ▾
Shift ▾
Pay Code ▾
View ▾

| Name | Total Pay Status H... | Sch Hrs. |
|-------------------|-----------------------|----------|
| Exempt1, EdwardA | 40:00 | 40.00 |
| Manager1, JuniorA | 16:00 | 40.00 |
| Newby1, NeilA | | 0.00 |
| Punch1, PennyA | 16:00 | 40.00 |
| Stamp1, SandyA | 23:00 | 0.00 |

- 4 Select **Leave Start Date**.
- 5 Select **Leave End Date**.
Note: You may leave the Leave End Date field blank if the end date is unknown.

CASE SUMMARY

| | | |
|--------------------|--|------------------------------|
| | Paid Leave | Unpaid Leave |
| | Total Committed Takings | 0:00 |
| | 0:00 | 0:00 |
| * Leave Start Date | <input type="text" value="2/06/2014"/> | * Initial Leave Request Date |
| | <input type="text" value="2/06/2014"/> | |
| Leave End Date | <input type="text"/> | Requested Daily Leave Hours |
| | | Same each day/Variable |
| | | Same hours each day |

- 6 Select **Leave Category**.
 - FMLA - Family and Medical Leave Act
 - Military – Federal or State Military service
- 7 Select **Leave Reason**. Leave Reason list changes based on Leave Category selected.
- 8 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)

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

| | | | |
|---------------------------|----------------------------|------------------|-----------|
| 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 | |
| Temporary Mailing Address | | | |
| Details | | | |

Save & Next →

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 Click the **Save & Return** button.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR

GENERAL

Save
Save & Return
Return
Refresh