

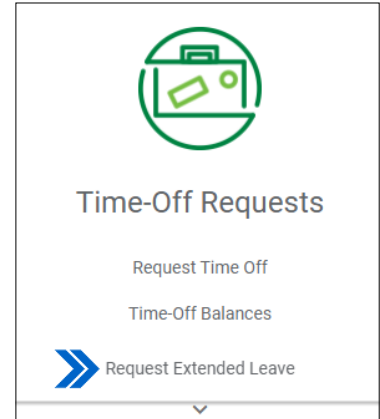
Show Me How

to Request Leave

TIME-OFF REQUESTS

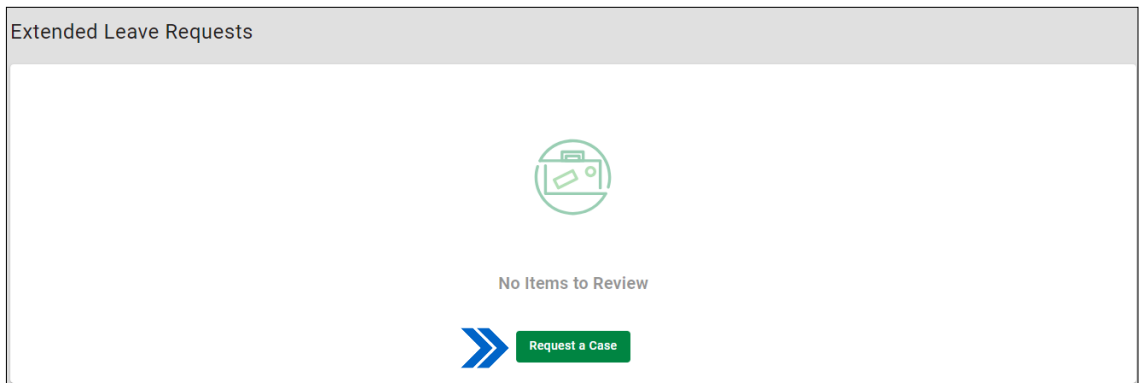
STEP 1

From the Time-Off Requests drop-down menu, select "Request Extended Leave."



STEP 2

Click "Request a Case."



Show Me How

to Request Leave

TIME-OFF REQUESTS

STEP 3

Complete the Estimated Start Date, Estimated End Date, Type and Reason for FLMA Request fields. If you are unsure, provide estimated dates.

You may also submit documentation for your request.

Once complete, click "Submit."

Request a Case [Close]

* Indicates Required Fields

Estimated Start Date *
05 / 01 / 2024 [Calendar]

May 1, 2024

Estimated End Date *
06 / 01 / 2024 [Calendar]

June 1, 2024

Type *
Ongoing [X] [Dropdown]

Continuous time off [Info]

Reason for FMLA Request *
Adoption / Foster [X] [Dropdown]

The placement with the employee of a child for adoption or foster care, and to care for the newly placed child [Info]

Upload Documentation

Upload a File [Info]
Select Here to Upload

Max 5 files per upload (20.00 MB size limit per file) Allowed File Types [Info]

Cancel Submit

STEP 4

Manage your case request by selecting Edit, Manage Leave or Delete from the Actions drop-down menu. Select "Manage Leave" to view case details or upload documentation.

Extended Leave Requests

Case Requests

Search or Filter [Search] Sort [Dropdown] Filter [Dropdown]

Request a Case [Button]

Adoption / Foster	Request Status	Event Status	Estimated Start Date	Estimated End Date	Leave	Type	Case Number	Actions
Adoption / Foster	Pending	New	05/01/2024	06/01/2024	FMLA	Ongoing	8702	Edit Delete Manage Leave

Show Me How

to Request Leave

TIME-OFF REQUESTS

STEP 5

Click "Upload Document" to provide documentation for your case request.

Adoption / Foster

Case Details

Projected Available Hours
472.00 Hours

Hours Taken
8.00 Hours

Request Status	Event Status
Pending	New
Estimated Start Date	Estimated End Date
05/01/2024	06/01/2024
Leave	Type
FMLA	Ongoing
Case Number	Linked Spouse
8702	N/A

No Medical Leave Requests

No Documents

[Upload Document](#)