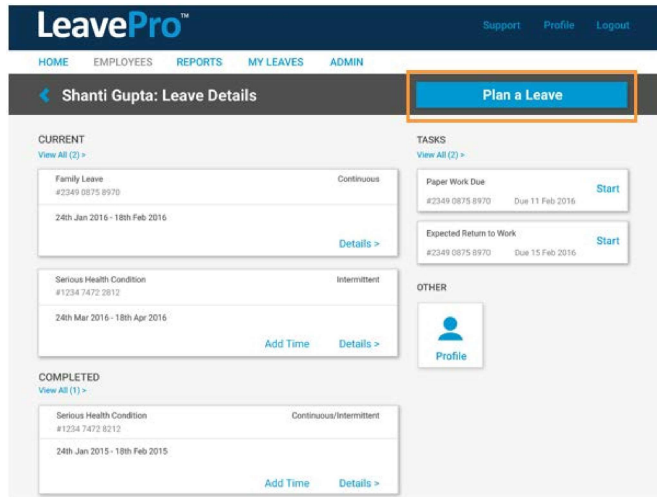


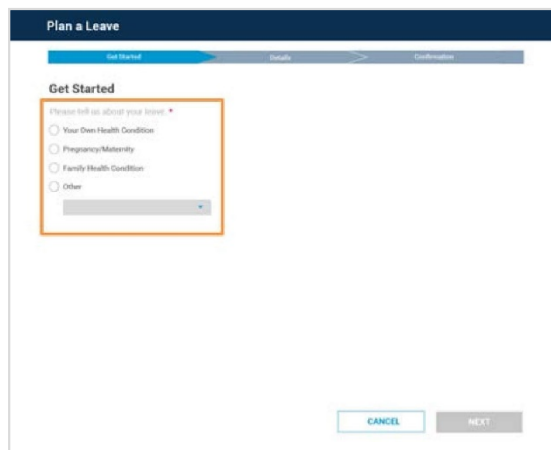
LeavePro - Request a Leave or Workplace Accommodation

This job aid will provide instructions to the teammate on how to submit a leave or workplace accommodation request using the LeavePro system.

1. On the My Leaves page, click **Plan a Leave**.



2. On the Plan a Leave page, select the leave type that describes the leave you are taking (**or select Workplace Accommodations if applicable**), then click **Next**:
 - Your Own Health Condition
 - Pregnancy/Maternity
 - Family Health Condition
 - Other (**Note:** Selecting Other activates the drop-down menu with additional options.)
 - o Alternate State Leave
 - School Activities
 - o Military Leave
 - Active Duty, Emergency Active Duty, Enlistment, Funeral Duty, Military Training, Physical Examination, and Reserve Duty
 - o Other
 - Workplace Accommodations
 - o Personal Leave
 - Education Leave and Personal
 - o Personal or Family Health
 - Family Injured Service Member, Family Injured Veteran, and Family Military Exigency
 - o Pregnancy or Adoption/Foster Placement
 - Adoption, Care for Newborn, and Foster Care



LeavePro - Request a Leave or Workplace Accommodation

This job aid will provide instructions to the teammate on how to submit a leave or workplace accommodation request using the LeavePro system.

3. Select the **type of time off** that best fits the leave of absence you are taking, then click **Next**:
 - **Continuous** - Out full time between two different dates
 - **Intermittent** - Out occasionally over a period of time
 - **Reduced Time** - Working less than the normal schedule. This option is not for requesting restrictions.

The screenshot shows the 'Plan a Leave' form in the 'Get Started' section. At the top, there are three tabs: 'Get Started', 'Details', and 'Confirmation'. Below the tabs, the 'Get Started' section asks the user to select a reason for leave: 'Your Own Health Condition' (selected), 'Pregnancy/Maternity', 'Family Health Condition', and 'Other'. Below this, it asks for the type of leave: 'Continuous?' (Out full time between two different dates), 'Intermittent?' (Out occasionally over a period of time), and 'Reduced Time?' (Working less than your normal schedule). The 'Intermittent?' option is selected. At the bottom, there are 'CANCEL' and 'NEXT' buttons.

4. Add **Details**, such as:
 - Last day of work (required)
 - Leave start date (required)
 - Leave end date (required)
 - Date of your injury/illness
 - Expected return to work
 - Additional questions related to injury/illness
 - Additional questions related to pregnancy/delivery
 - Additional questions related to family members

The screenshot shows the 'Plan a Leave' form in the 'Details' section. At the top, there are three tabs: 'Get Started', 'Details', and 'Confirmation'. Below the tabs, the 'Details' section asks the user to provide dates: 'When is your last day of work?', 'When does your leave start?', 'When does your leave end?', and 'When do you expect to return to work?'. All four date fields are filled with '09 Mar 2016'. At the bottom, there are 'PREVIOUS', 'CANCEL', and 'SUBMIT' buttons.

5. Click **Submit** when all required Details are complete. A confirmation message will appear with next steps.