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.)
     - Alternate State Leave
       - School Activities
     - Military Leave
       - Active Duty, Emergency Active Duty, Enlistment, Funeral Duty, Military Training, Physical Examination, and Reserve Duty
     - Other
       - Workplace Accommodations
     - Personal Leave
       - Education Leave and Personal
     - Personal or Family Health
       - Family Injured Service Member, Family Injured Veteran, and Family Military Exigency
     - Pregnancy or Adoption/Foster Placement
       - Adoption, Care for Newborn, and Foster Care
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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.

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

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