LeavePro – Enter Intermittent Time Off Request

The purpose of this job aid is to provide instructions for leaders on how to enter intermittent time off request.

1. Click **Add Time** for a direct report's leave from the Employees page, search for the teammate, and click **Details**.

    Employee Health Condition - 6150
    #4475 2722 6150
    10 Mar 2020 - 31 Jul 2020
    Intermittent

    Add Time | Details

    Please Note: All requested time is subject to approval by the HR Leave Administration team.

2. In the **Time Off Request** window:
    - Enter the **date** for the intermittent time off.
    - Enter the **amount of time** for that date in both whole hours and minutes.
    - Select the **type of time off** being requested from the drop-down menu:
        - Office Visit
        - Incapacity/Unspecified

    LEAVE INFORMATION
    Leave of Absence: Time Period:
    Employee Health   10 Mar 2020 - 31 Jul 2020 (Intermittent)
    Condition

    TIME OFF DETAILS
    Requested Time Off Date *

    Time Off Type Requested *   Amount of Time Requested *

    Incapacity/Unspecified   hrs   00   min

    ADD TYPE

3. To request an additional type of time off for the same Current Leave and date, click **Add Type**.

    LEAVE INFORMATION
    Leave of Absence: Time Period:
    Employee Health   10 Mar 2020 - 31 Jul 2020 (Intermittent)
    Condition

    TIME OFF DETAILS
    Requested Time Off Date *

    Time Off Type Requested *   Amount of Time Requested *

    Incapacity/Unspecified   hrs   00   min

    ADD TYPE

4. A second section is added with the only other type of time off available to you. Enter the **amount of time** for the additional type of time off in both whole hours and minutes.
5. Click **Submit** to finalize your request.