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**.

   ![Add Time](image1)

   **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

   ![Time Off Request](image2)

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

   ![Add Type](image3)
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.