## **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.

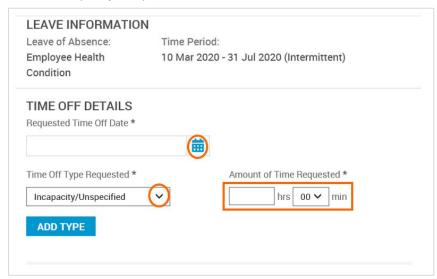
1. Click **Add Time** for a direct report's leave from the Employees page, search for the teammate, and click **Details**.

```
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



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



## **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.

- 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.

