LeavePro – Enter Intermittent Time Off Request

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

1. Click **Add Time** for the Current Leave you want to request time off from the My Leaves page.

   ![Add Time Interface](image)

   **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 Details Interface](image)

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

   ![Additional Type Interface](image)

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.