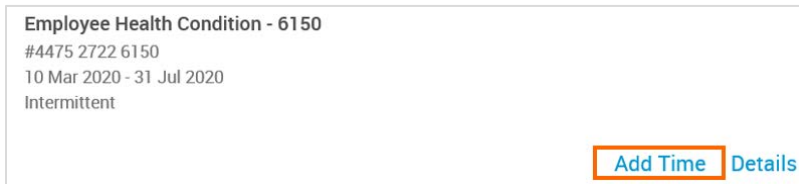


# LeavePro – Enter Intermittent Time Off Request

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.

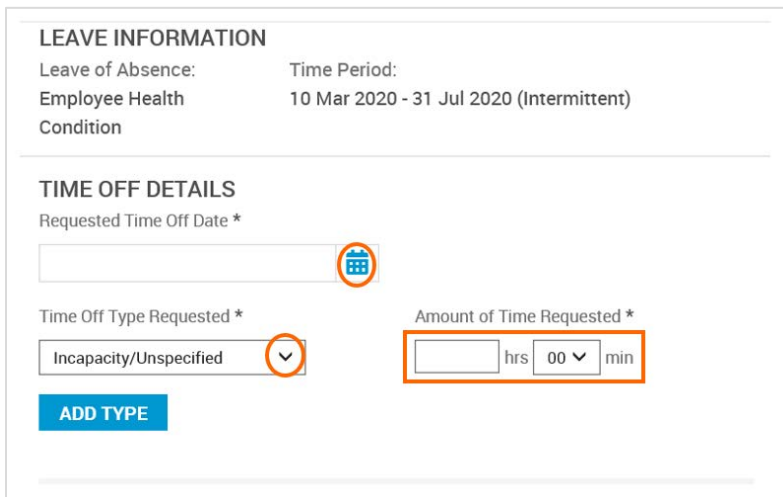


Employee Health Condition - 6150  
#4475 2722 6150  
10 Mar 2020 - 31 Jul 2020  
Intermittent

[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: Employee Health Condition  
Time Period: 10 Mar 2020 - 31 Jul 2020 (Intermittent)

**TIME OFF DETAILS**  
Requested Time Off Date \*  
Time Off Type Requested \*  
Amount of Time Requested \*

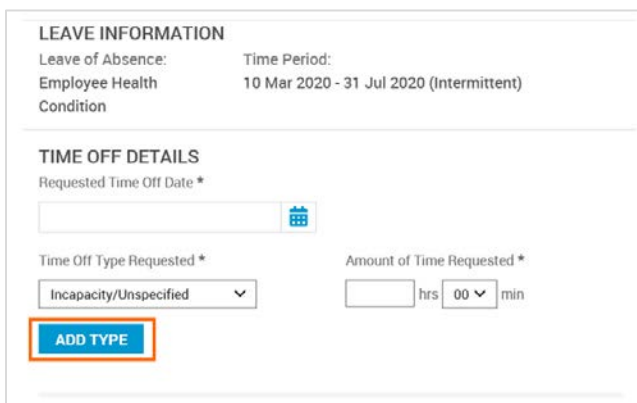


Incapacity/Unspecified 

hrs  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: Employee Health Condition  
Time Period: 10 Mar 2020 - 31 Jul 2020 (Intermittent)

**TIME OFF DETAILS**  
Requested Time Off Date \*  
Time Off Type Requested \*  
Amount of Time Requested \*



Incapacity/Unspecified 

hrs  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.