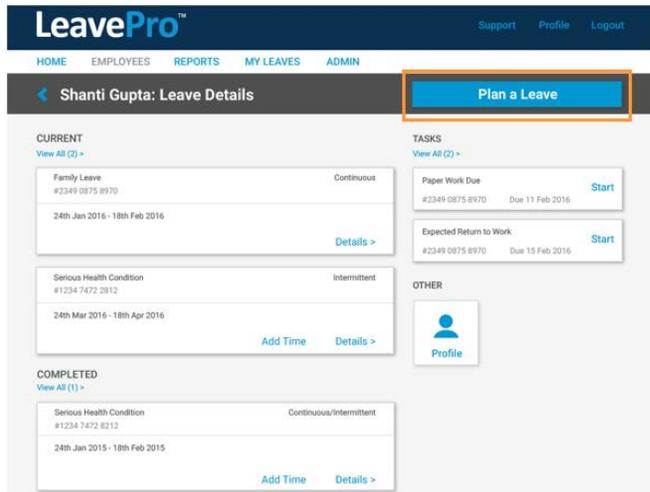


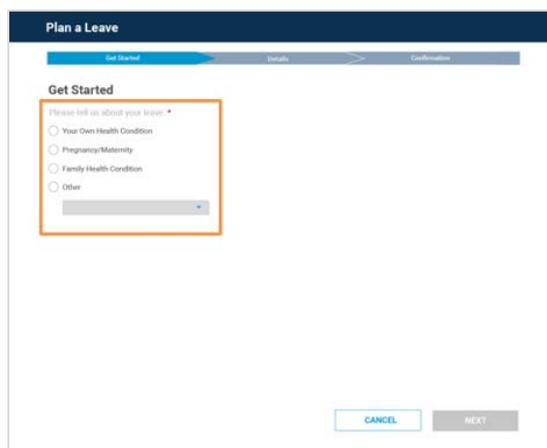
# LeavePro – Request a Leave

This job aid will provide instructions to the teammate on how to submit a leave request using the LeavePro system.

1. On the My Leaves page, click **Plan a Leave**.



2. On the Plan a Leave page, select the leave type that describes the leave you are taking, then click **Next**:
  - Your Own Health Condition
  - Pregnancy/Maternity
  - Family Health Condition
  - Other (**Note:** Selecting Other activates the drop-down menu with additional options.)
    - Alternate State Leave
      - School Activities
    - Military Leave
      - Active Duty, Emergency Active Duty, Enlistment, Funeral Duty, Military Training, Physical Examination, and Reserve Duty
    - Other
      - Workplace Accommodations
    - Personal Leave
      - Education Leave and Personal
    - Personal or Family Health
      - Family Injured Service Member, Family Injured Veteran, and Family Military Exigency
    - Pregnancy or Adoption/Foster Placement
      - Adoption, Care for Newborn, and Foster Care



# LeavePro – Request a Leave

This job aid will provide instructions to the teammate on how to submit a leave request using the LeavePro system.

3. Select the **type of time off** that best fits the leave of absence you are taking, then click **Next**:
  - **Continuous** - Out full time between two different dates
  - **Intermittent** - Out occasionally over a period of time
  - **Reduced Time** - Working less than the normal schedule. This option is not for requesting restrictions.

The screenshot shows the 'Plan a Leave' form in the 'Get Started' section. At the top, there is a progress bar with three steps: 'Get Started', 'Details', and 'Confirmation'. Below the progress bar, the 'Get Started' section asks the user to 'Please tell us about your leave'. There are four radio button options: 'Your Own Health Condition' (selected), 'Pregnancy/Maternity', 'Family Health Condition', and 'Other'. Below these options is a dropdown menu. The next section asks 'Please tell us what type of time off you would like to take'. There are three boxes: 'Continuous?' (Out full time between two different dates, Example: 1 week, 3 weeks, etc.), 'Intermittent?' (Out occasionally over a period of time, Example: Doctor's Appointments, Physical Therapy Sessions), and 'Reduced Time?' (Working less than your normal schedule, Example: 3 days a week instead of 5 days a week). The 'Intermittent?' option is selected. At the bottom, there are 'CANCEL' and 'NEXT' buttons.

4. Add **Details**, such as:
  - Last day of work (required)
  - Leave start date (required)
  - Leave end date (required)
  - Date of your injury/illness
  - Expected return to work
  - Additional questions related to injury/illness
  - Additional questions related to pregnancy/delivery
  - Additional questions related to family members

The screenshot shows the 'Plan a Leave' form in the 'Details' section. At the top, there is a progress bar with three steps: 'Get Started', 'Details', and 'Confirmation'. Below the progress bar, the 'Details' section asks the user to 'Please tell us your leave dates:'. There are three date pickers: 'When is your last day of work?' (09 Mar 2016), 'When does your leave start?' (09 Mar 2016), and 'When does your leave end?' (09 Mar 2016). Below these are two more date pickers: 'When do you expect to return to work?' (09 Mar 2016) and another date picker. At the bottom, there are 'PREVIOUS', 'CANCEL', and 'SUBMIT' buttons.

5. Click **Submit** when all required Details are complete. A confirmation message will appear with next steps.