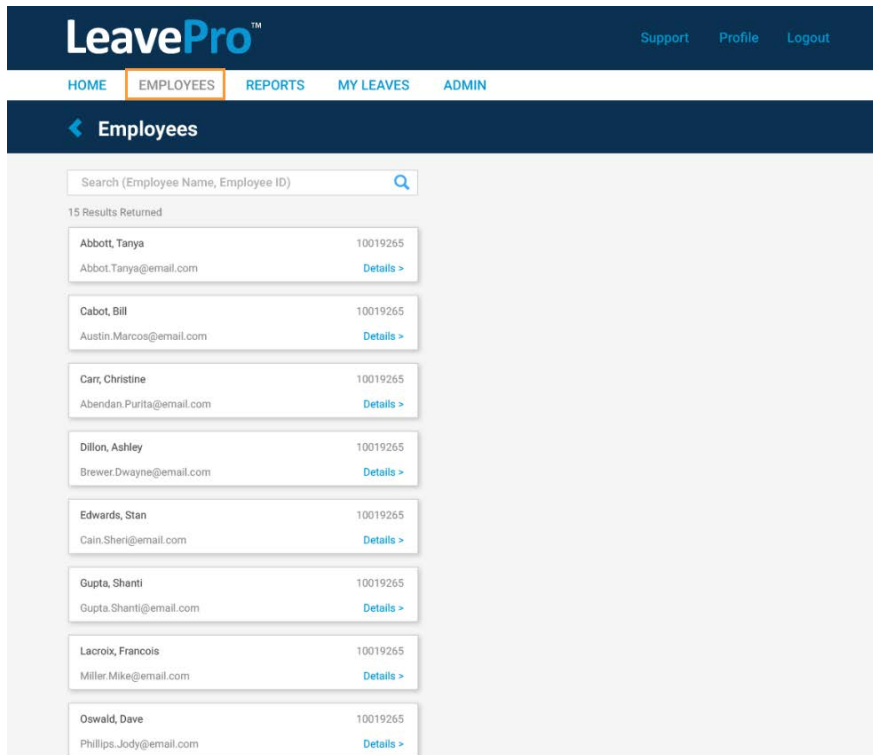


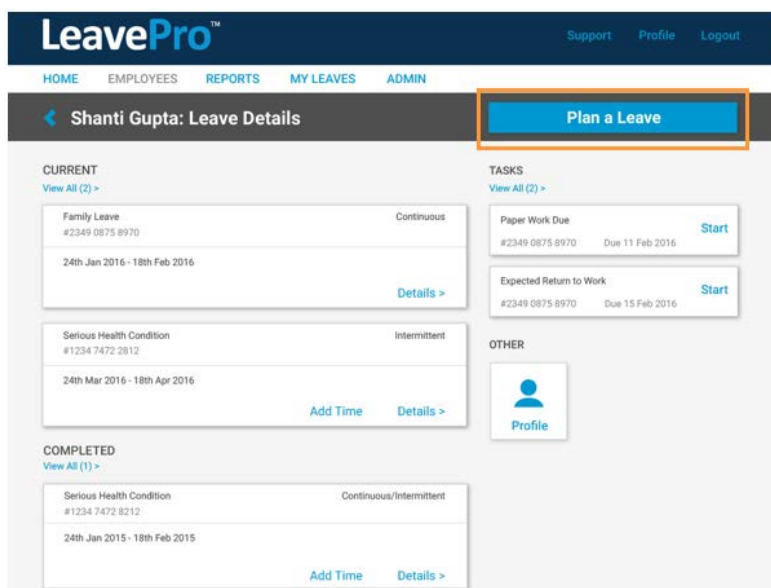
LeavePro – Request Leave for Direct Report

This job aid will provide instructions to the leader on how to submit a leave request using the LeavePro System for their direct report.

1. Click the **Employees** tab to view information for all your direct reports (including those teammates assigned to you in PeopleSoft), regardless whether those employees have a current leave.
2. The **Search** feature allows you to easily locate an employee by typing their name or employee id number.
3. To view information for a specific leave, click **Details** in the relevant employee card.
4. From the employee's Leave Details page. Click **Details** for the employee.



5. On the employee's Leave Details page, click **Plan a Leave**.



LeavePro – Request Leave for Direct Report

This job aid will provide instructions to the leader on how to submit a leave request using the LeavePro System for their direct report.

6. 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

Plan a Leave

Get Started Details Confirmation

Get Started

Please tell us about your leave. *

- Your Own Health Condition
- Pregnancy/Maternity
- Family Health Condition
- Other

CANCEL NEXT

LeavePro – Request Leave for Direct Report

This job aid will provide instructions to the leader on how to submit a leave request using the LeavePro System for their direct report.

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

Get Started
Please tell us about your leave. *

Your Own Health Condition
 Pregnancy / Maternity
 Family Health Condition
 Other
Select leave reason

Please tell us what type of time off you would like to take: *

Continuous?
Out full-time between two different dates.
Example: 1 week, 8 weeks, etc.

Intermittent?
Out occasionally between two different dates.
Example: Doctor's Appointments, Physical Therapy Sessions

Reduced Work Schedule?
Working less than your normal schedule between two different dates.
Example: 3 days a week instead of 5 days a week

Cancel Next

8. 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

Plan a Leave

Get Started Details Confirmation

Details
Please tell us your leave dates:

When is your last day of work? *
09 Mar 2016

When does your leave start? *
09 Mar 2016

When does your leave end? *
09 Mar 2016

When do you expect to return to work?
09 Mar 2016

PREVIOUS CANCEL SUBMIT

9. Click **Submit** when all required Details are complete. One of two confirmation messages will appear with next steps.