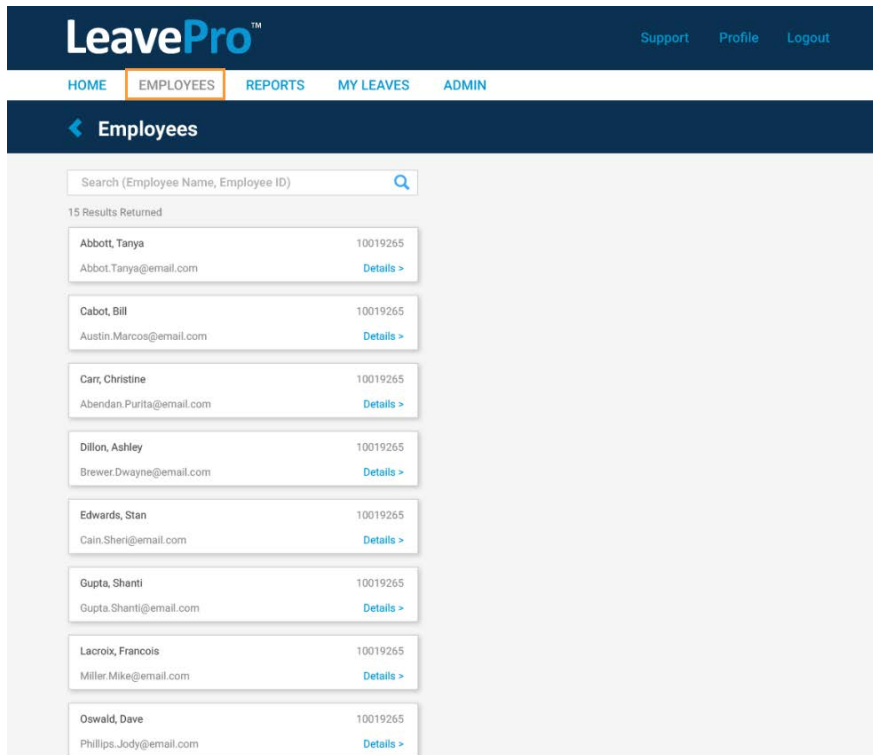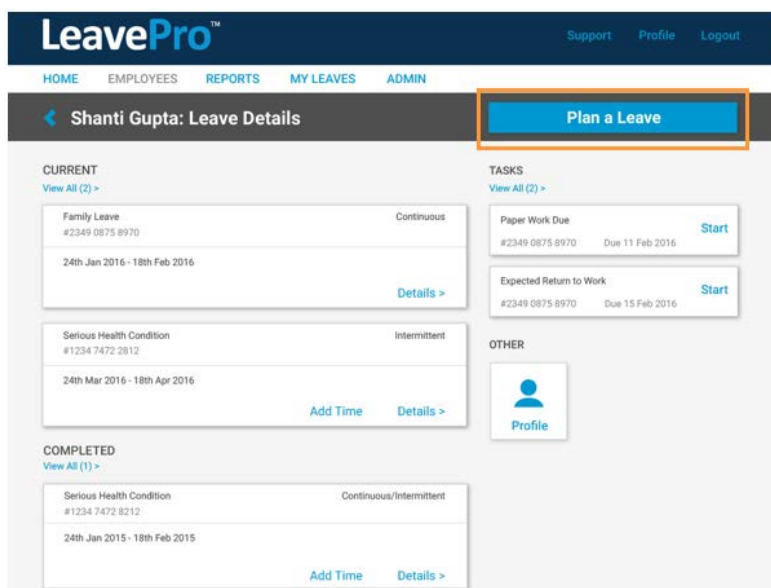# LeavePro – Request Leave for Direct Report

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

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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

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.

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

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