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.
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](image-url)
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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.