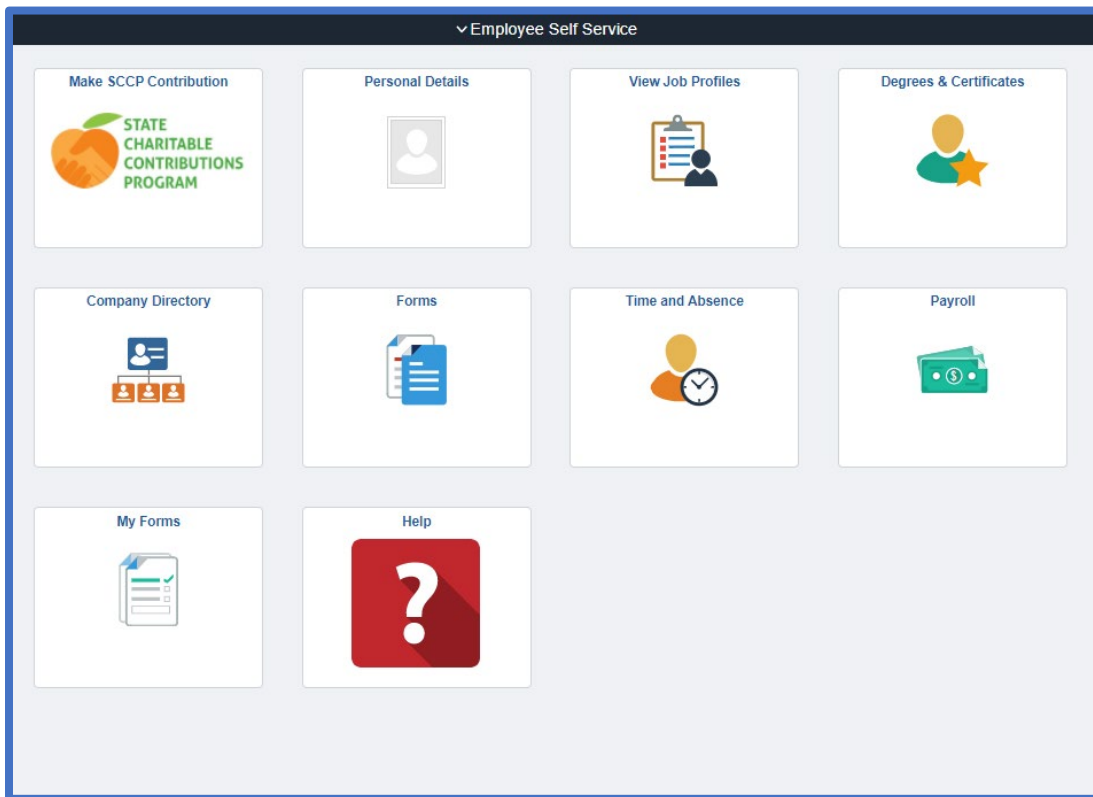



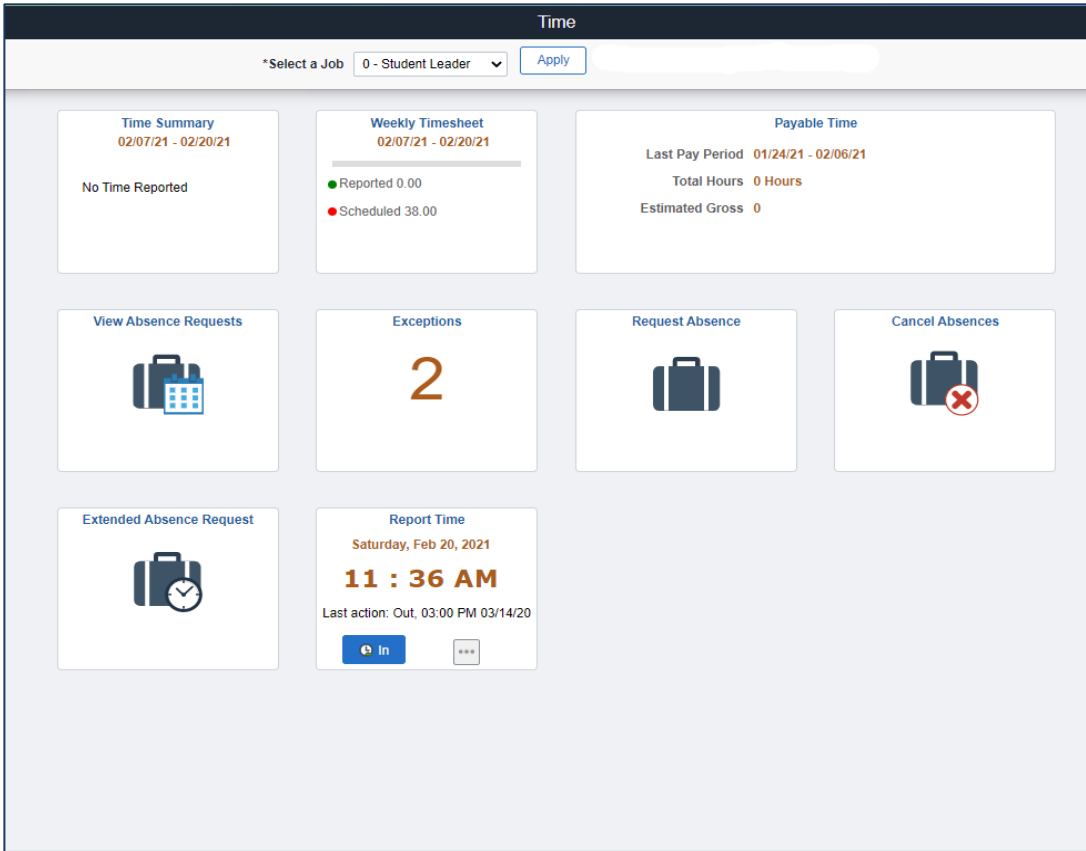
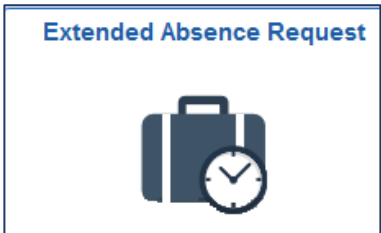
## How Do I Request an Extended Leave Event

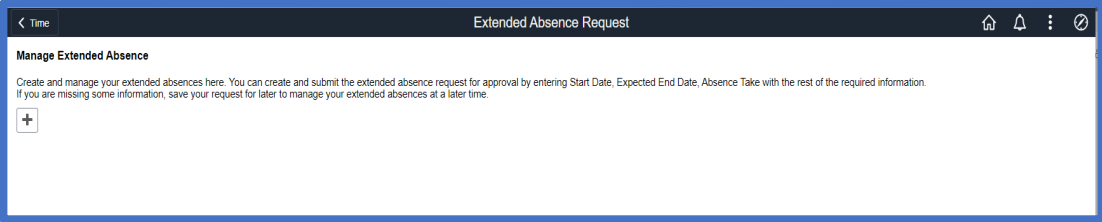

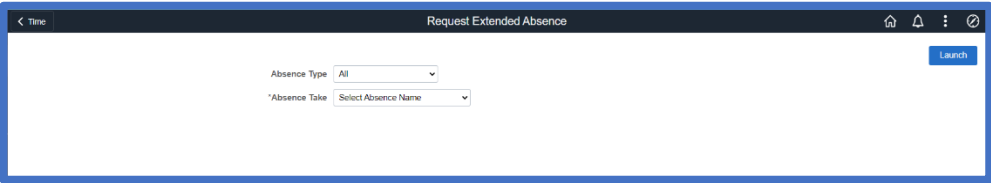

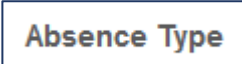
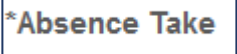
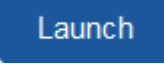
### Navigation

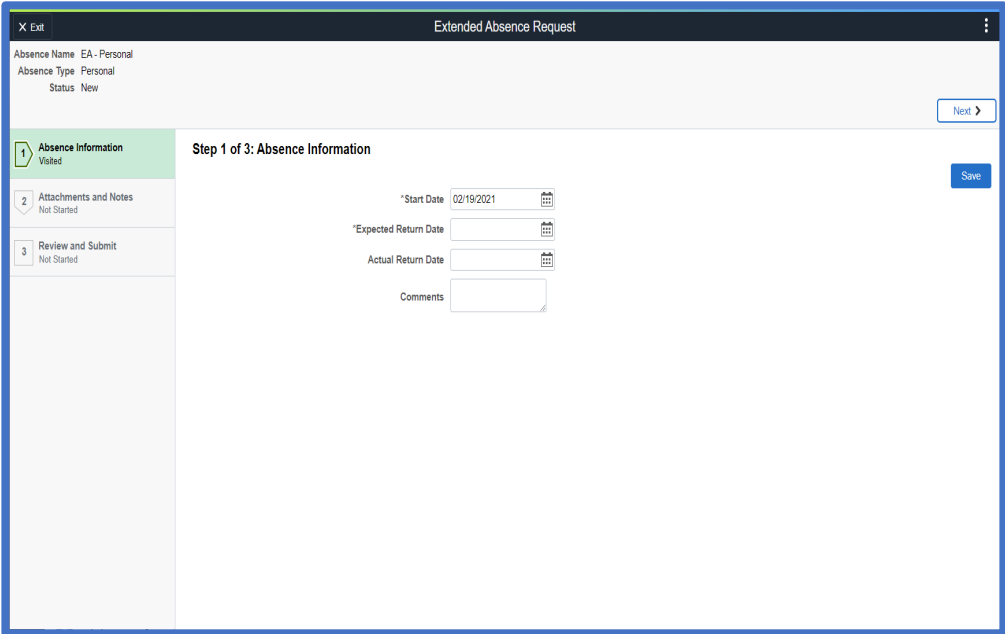
Employee Self Service>Time and Absence>Extended Absence Event


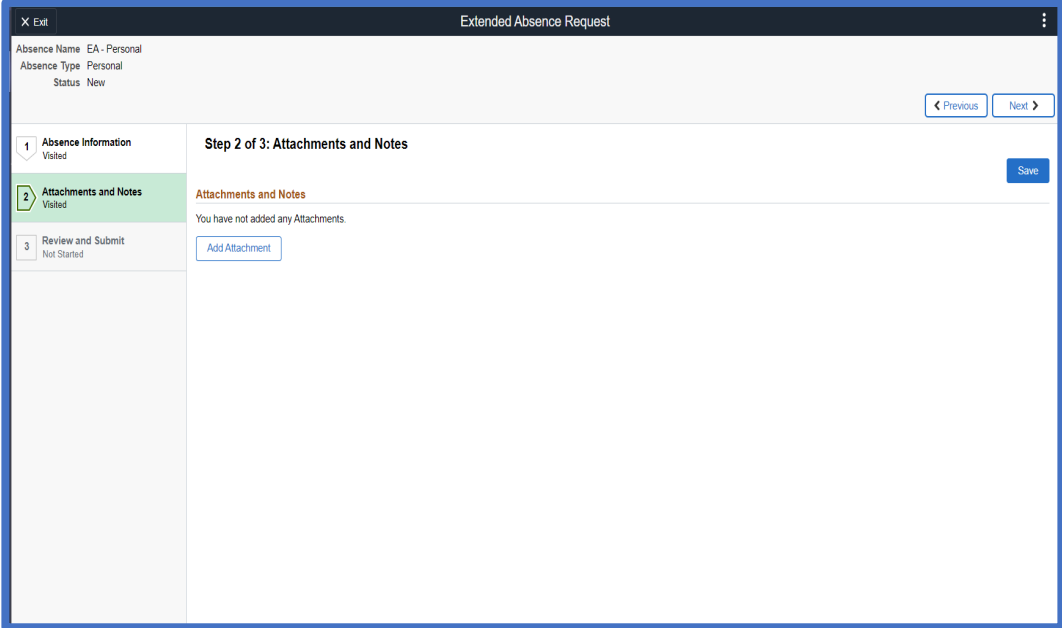

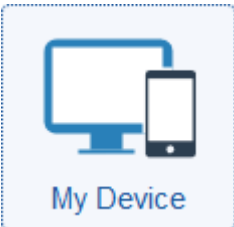


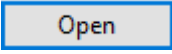
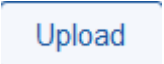

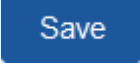
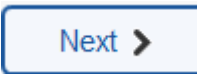
Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> tile. 

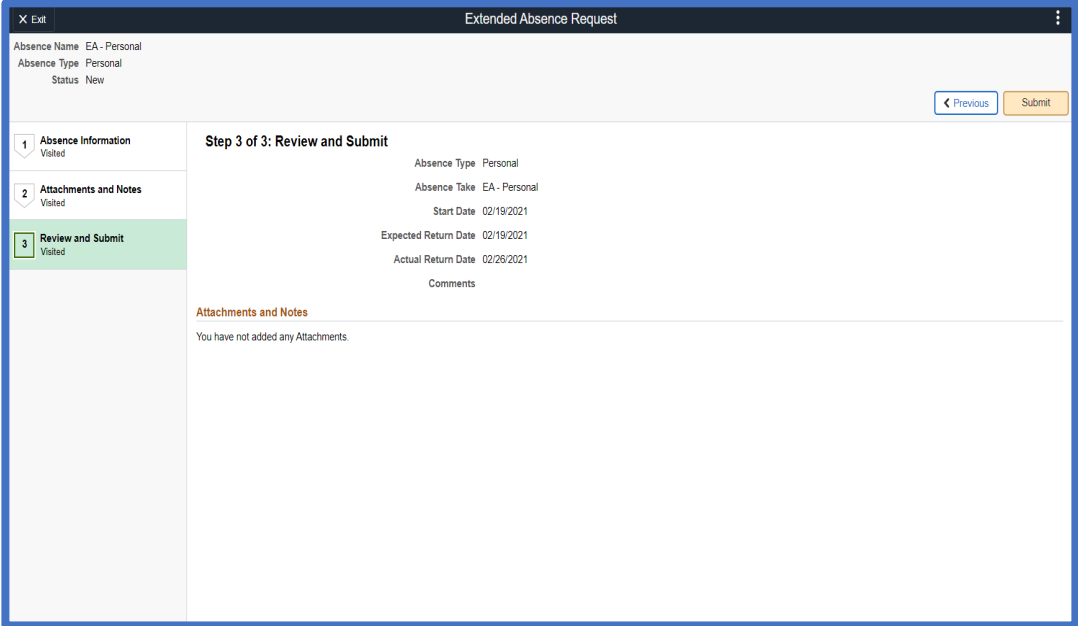
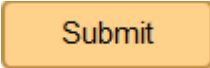

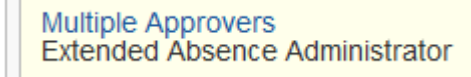
Step	Action
2.	<p>The Time page is displayed.</p> <div data-bbox="300 388 1380 1234"></div> <p>Click the <b>Extended Absence Request</b> link.</p> <div data-bbox="300 1318 678 1549"></div>


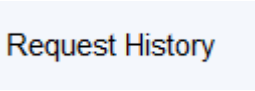

Step	Action
3.	<p>The Extended Absence Request Page is displayed. On this page, you can create and manage extended leave requests.</p>  <p>To create a request, click the <b>[+] Plus</b> button.</p> 
4.	<p>The Extended Absence Request page is displayed.</p>  <p>Click the <b>Absence Type</b> drop-down list.</p> 
5.	<p>Select the appropriate <b>Absence Type</b> from the displayed menu.</p> 
6.	<p>Click the <b>*Absence Take</b> drop-down list.</p> 
7.	<p>Select the appropriate <b>Absence Type</b>.</p>
8.	<p>Click the <b>Launch</b> button.</p> 

Step	Action
9.	<p>The Extended Absence Request page is displayed.</p>  <p>Enter the appropriate information in the <b>*Start Date</b>, <b>*Expected Return Date</b>, <b>Actual Return Date</b> (optional) fields or select the <b>Calendar</b> icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>*Start Date</b></p> <p style="text-align: center;"><b>*Expected Return Date</b></p> <p style="text-align: center;"><b>Actual Return Date</b></p> </div>
10.	<p>You can enter optional details about the absence request in the Comments box.</p> <p><b>Note:</b> These comments are subject to open records and can be used in court. Use discretion with what you enter.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>Comments</b></p> </div>
11.	<p><b>Note:</b> The Save function can be used at any time.</p> <p>Click the <b>Save</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>Save</b></p> </div>

Step	Action
12.	Click the <b>Next</b> button. 
13.	The Attachments and Notes step is displayed.  <p><b>Note:</b> Attachments are <b>not</b> required. This step can be skipped if not applicable.</p> <p>To add an optional supporting documentation to your extended leave request, click the <b>Add Attachment</b> button.</p> 
14.	The File Attachment pop-up is displayed. To locate the appropriate file, click the <b>My Device</b> link. 

Step	Action
15.	The File Upload menu is displayed from your device.  Choose the appropriate file you want to attach to your request.
16.	Click the <b>Open</b> button. 
17.	Click the <b>Upload</b> button. 
18.	Once the upload is completed, click the <b>Done</b> button. 
19.	The attachment is added to the request.  Click the <b>Save</b> button. 
20.	Click the <b>Next</b> button. 

Step	Action
21.	<p>The Review and Submit step is displayed.</p>  <p>When you are sure the information is complete, click the <b>Submit</b> button.</p> 
22.	<p>A confirmation pop-up window is</p> <p>Click the <b>Yes</b> button.</p> 
23.	<p>The Extended Absence Submission page is displayed with the Workflow Status of your extended leave request.</p> <p><b>Note:</b> For your leave balances to be deducted, additional processing will be needed by the leave administrator.</p> <p>To view additional Workflow details, click the <b>Multiple Approvers</b> link.</p> 

Step	Action
24.	<p>The Approver Information pop-up is displayed.</p> <p><b>Note:</b> If additional information/documentation is needed, the leave approvers will contact you directly.</p> <p>Click the <b>Close</b> button.</p> 
25.	<p>To view the history for this extended leave request, click the <b>Request History</b> link.</p> 
26.	<p>The Request History page is displayed with your submitted extended leave request details.</p> <p>Click the <b>Close</b> button.</p> 
27.	<p>The Request History page is displayed with your submitted extended leave request details.</p>
28.	<p>You have completed the steps to request an extended leave in the OneUSG Connect System.</p>