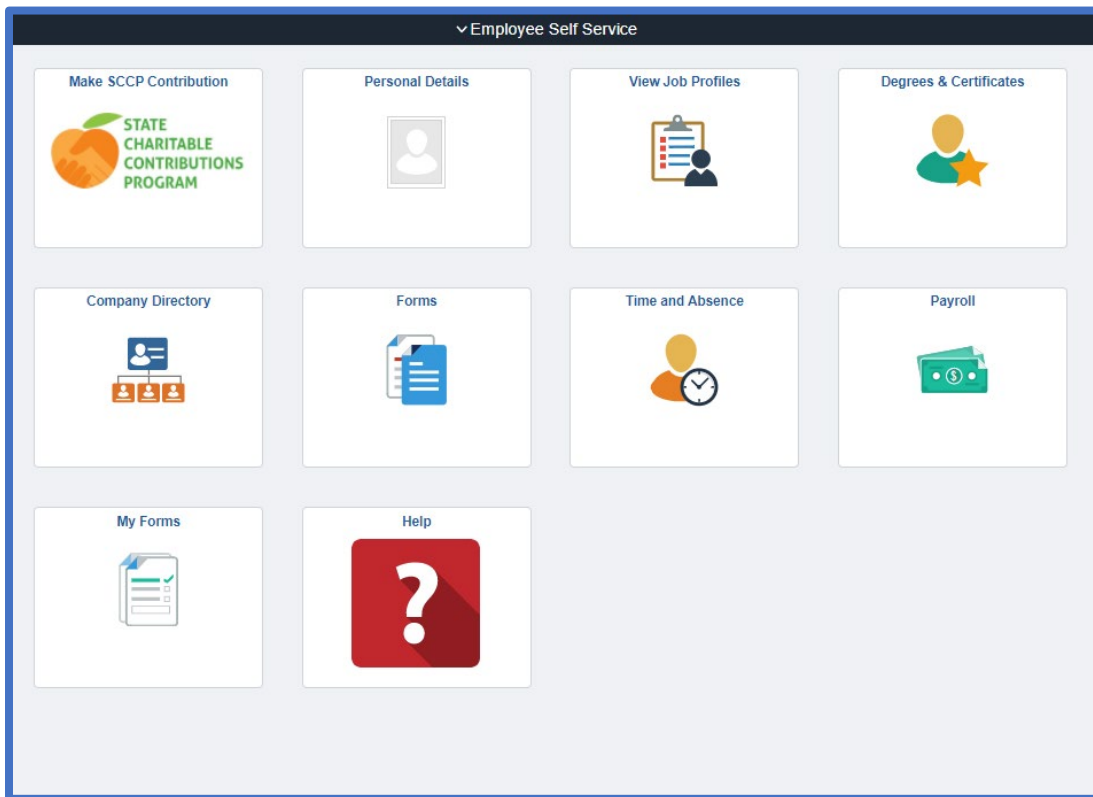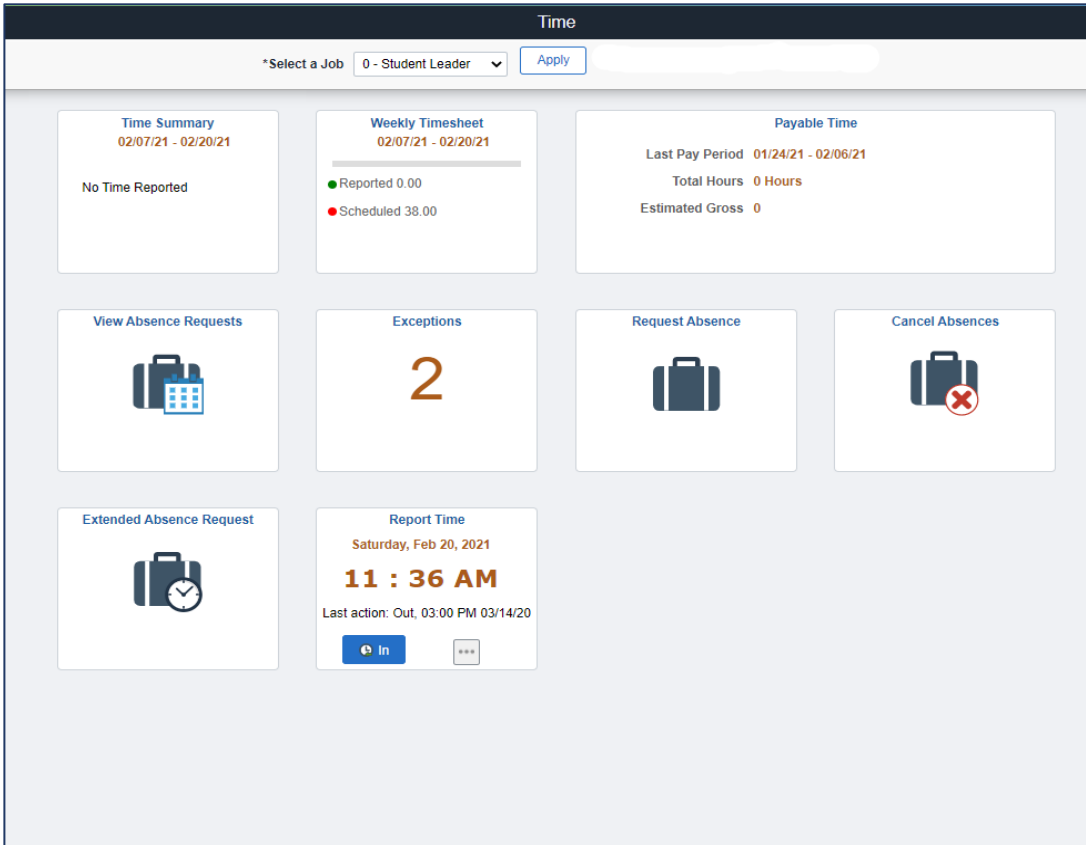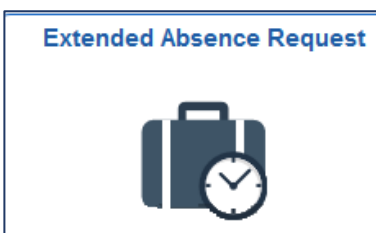# How Do I Request an Extended Leave Event
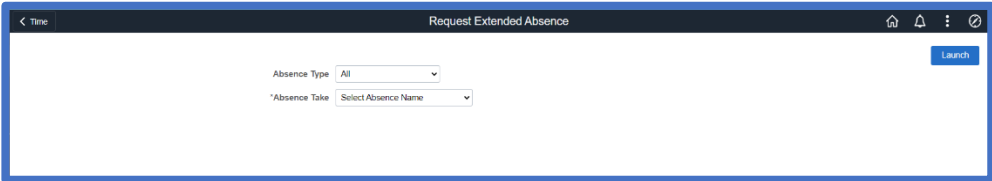
Navigation
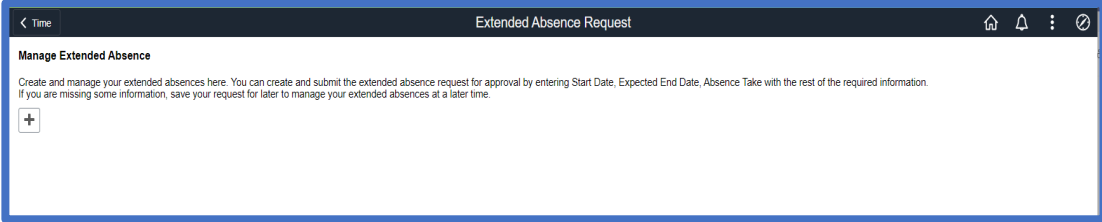
Employee Self Service>Time and Absence>Extended Absence Event
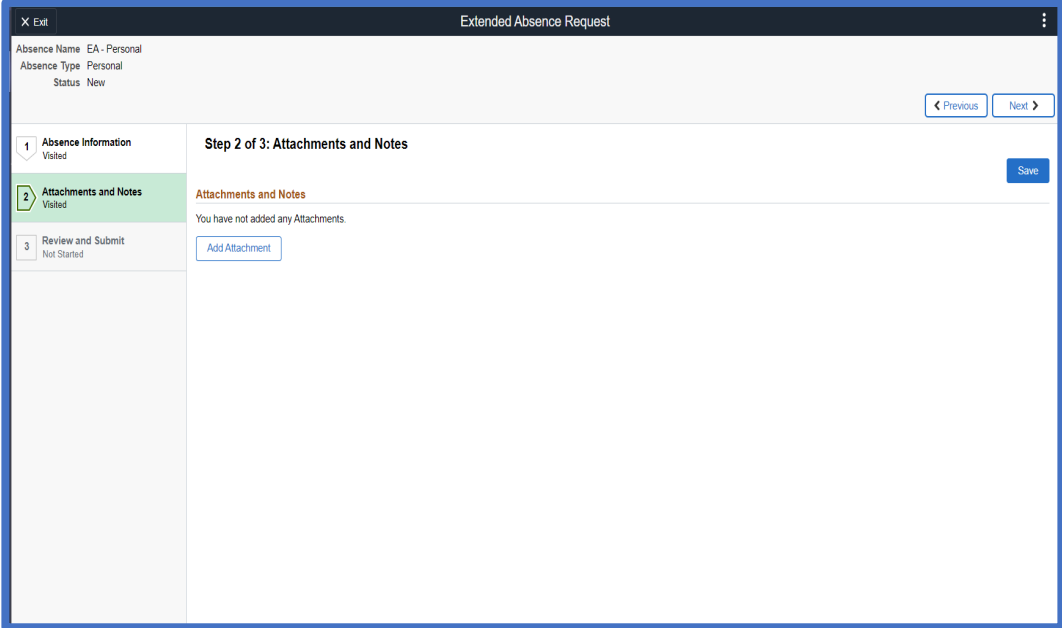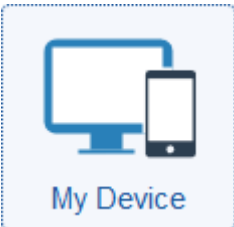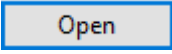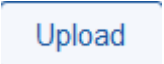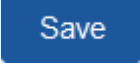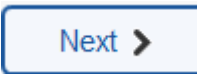
Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the **Time and Absence** tile.
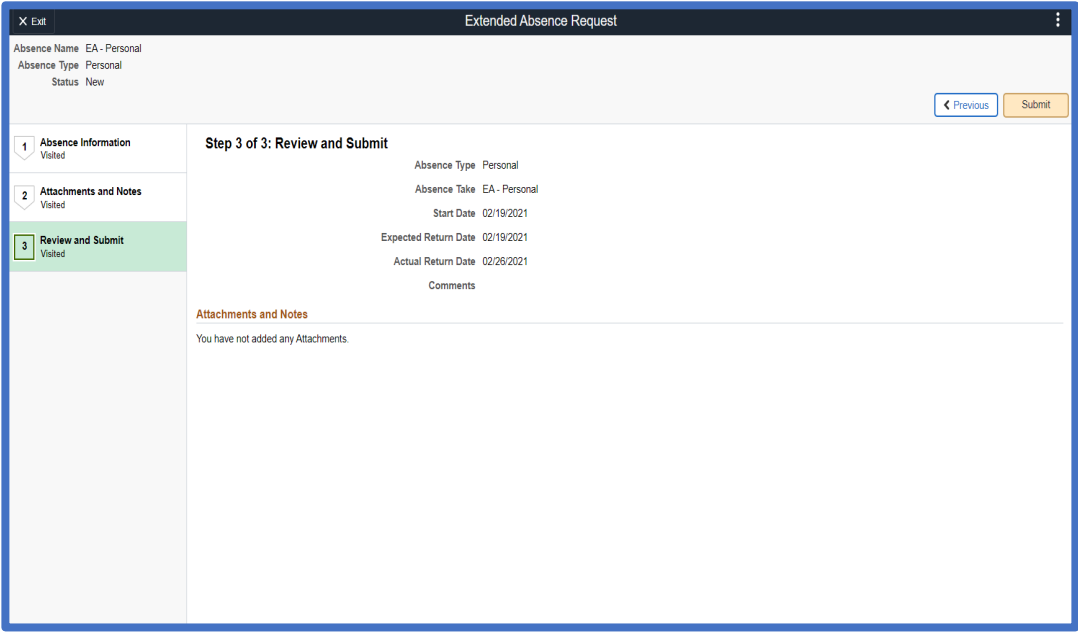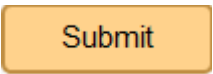
Step	Action
2.	The Time page is displayed.

Click the **Extended Absence Request** link.

Extended Absence Request

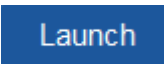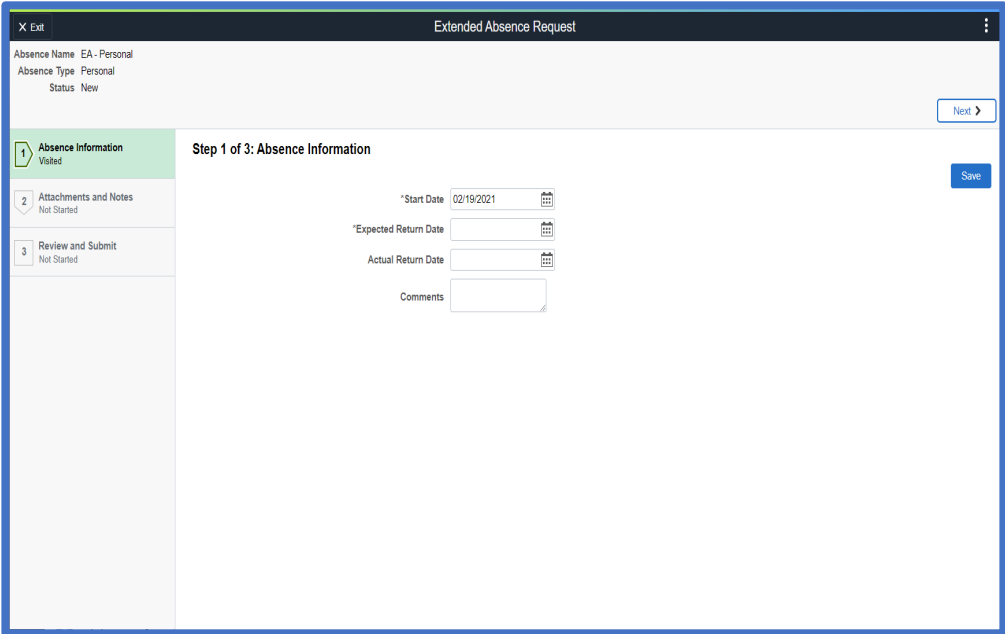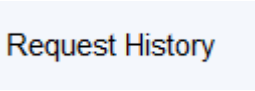| Step	Action
3.	The Extended Absence Request Page is displayed. On this page, you can create and manage extended leave requests. To create a request, click the **[+] Plus** button.
4.	The Extended Absence Request page is displayed. Click the **Absence Type** drop-down list.
5.	Select the appropriate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

Step	Action
9.	The Extended Absence Request page is displayed. Enter the appropriate information in the ***Start Date, *Expected Return Date, Actual Return Date** (optional) fields or select the **Calendar** icon.
10.	You can enter optional details about the absence request in the Comments box. **Note:** These comments are subject to open records and can be used in court. Use discretion with what you enter.
11.	**Note:** The Save function can be used at any time. Click the **Save** button.

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

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 **Open** button. Open
17.	Click the **Upload** button. Upload
18.	Once the upload is completed, click the **Done** button. Done
19.	The attachment is added to the request. Click the **Save** button. Save
20.	Click the **Next** button. Next >

Step	Action
21.	The Review and Submit step is displayed.

	When you are sure the information is complete, click the **Submit** button.
	Submit

22.	A confirmation pop-up window is Click the **Yes** button. Yes

23.	The Extended Absence Submission page is displayed with the Workflow Status of your extended leave request. **Note:** For your leave balances to be deducted, additional processing will be needed by the leave administrator. To view additional Workflow details, click the **Multiple Approvers** link. Multiple Approvers Extended Absence Administrator

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