

# TIP SHEET

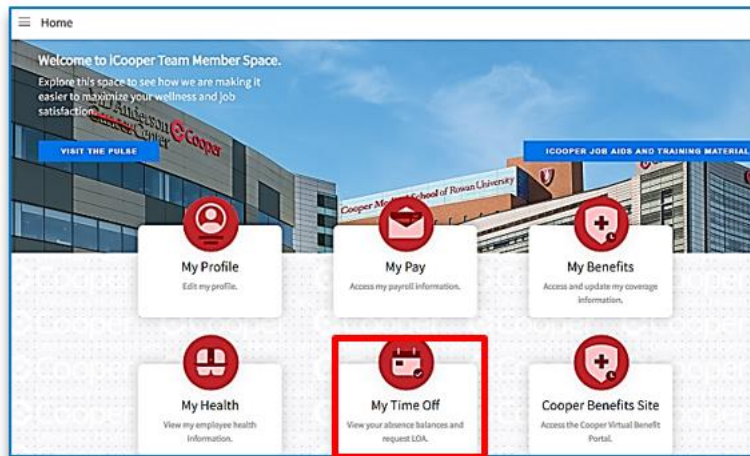
## Human Resources

### Purpose: *Request Leave of Absence in Team Member Space*

This tipsheet is available to assist you with the Leave of Absence Options in Team Member Space. **Leave of absence requests can only be set to begin within 45 days of the current date.**

## Workflow

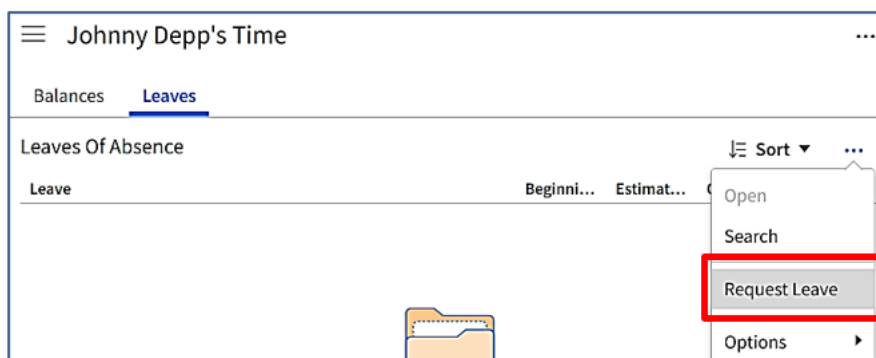
1. Click **My Time Off**.



2. Select **Leaves**.



3. On the **Leaves of Absence** page, open the ellipsis and select **Request Leave**.



4. Read the leave of absence statements and complete the request for a leave of absence. A red asterisk indicates a required field.

Leave Of Absence Request For Johnny Depp

I am requesting a Leave of Absence for the reason listed below.  
 I understand that my eligibility under any of these leave types will be determined by the Leave Specialist and that the Leave Specialist will notify me of my eligibility in writing.  
 We can only accept your request if your Leave of Absence is set to begin within 45 days of the current date.

Reason \*

Beginning Of Leave \*

Estimated Return \*

Additional information you want to provide regarding your leave request

Leave Request Document

Please indicate how you wish to receive information about your leave \*

Field	Value
Unlabeled drop-down button	Select the type of absence. Additional fields may populate based on the type of absence you selected.
Reason	Select the reason for leave. Additional fields may populate based on the type of reason selected.
Beginning of Leave and Estimated Return	Dates are populated based on the days selected on the calendar. You can change the dates. To request a leave across multiple months, you can manually update the <b>Estimated Return</b> date
Additional information you want to provide regarding your leave request	Enter additional information to support your request
Leave Request Document	You can add documents to support your request.
Please indicate how you wish to receive information about your leave	Use the dropdown menu to specify how you would like to receive information about this request.
Leave Request Email	Enter the appropriate email address to receive leave information.
Leave Request Phone	Enter a phone number to receive leave information.
Cancel	Select to return to the previous page without submitting the leave.
Submit	Select to submit your leave request. After you submit your request, the status of your request is displayed on the <b>Leaves</b> tab.

**You have successfully entered a request for a leave of absence.**