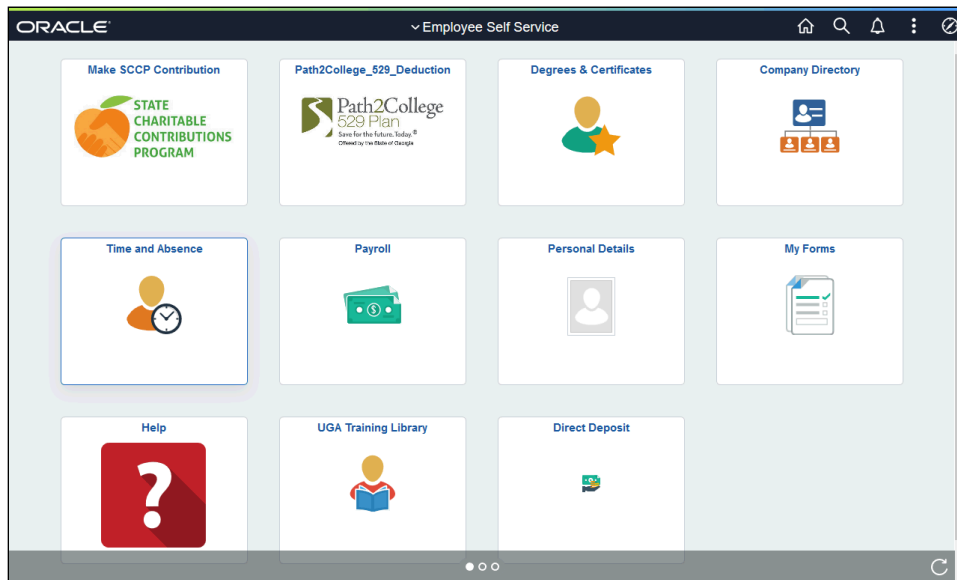








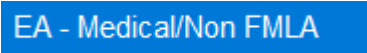






Requesting an Extended Leave Event




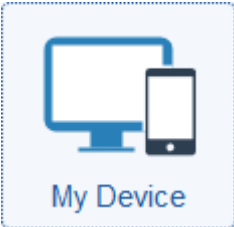
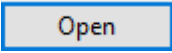
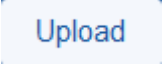




Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> 
2.	<p>The Time page is displayed.</p> <p>Click the Extended Absence Request link.</p> 

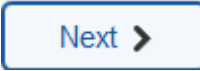
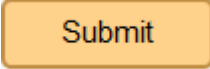

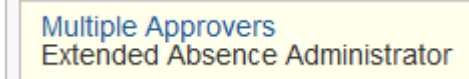

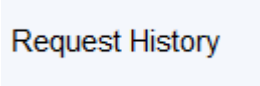



Step	Action
3.	<p>The Extended Absence Request Page is displayed. On this page, you can create and manage extended leave requests.</p> <p>To create a request, click the [+] Plus button.</p> 
4.	<p>The Extended Absence Request page is displayed.</p> <p>Click the Absence Type drop-down list.</p> 
5.	<p>Select the appropriate Absence Type from the displayed menu.</p> 
6.	<p>Click the *Absence Take drop-down list.</p> 
7.	<p>Select the appropriate Absence Type.</p> 
8.	<p>Click the Launch button.</p> 
9.	<p>The Extended Absence Request page is displayed.</p> <p>Enter the appropriate information in the *Start Date, *Expected Return Date, Actual Return Date (optional) fields or select the Calendar icon.</p>   
10.	<p>You can enter optional details about the absence request in the Comments box.</p> <p>Note: These comments are subject to open records and can be used in court. Use discretion with what you enter.</p> 



Step	Action
11.	<p>Note: The Save function can be used at any time.</p> <p>Click the Save button.</p> 
12.	<p>Click the Next button.</p> 
13.	<p>The Attachments and Notes step is displayed.</p> <p>To add an optional supporting documentation to your extended leave request, click the Add Attachment button.</p> 
14.	<p>The File Attachment pop-up is displayed.</p> <p>To locate the appropriate file, click the My Device link.</p> 
15.	<p>The File Upload menu is displayed from your device.</p> <p>Choose the appropriate file you want to attach to your request.</p>
16.	<p>Click the Open button.</p> 
17.	<p>Click the Upload button.</p> 
18.	<p>Once the upload is completed, click the Done button.</p> 
19.	<p>The attachment is added to the request.</p> <p>Click the Save button.</p> 



Step	Action
20.	Click the Next button. 
21.	The Review and Submit step is displayed. When you are sure the information is complete, click the Submit button. 
22.	A confirmation pop-up window is displayed. Click the Yes button. 
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. 
24.	The Approver Information pop-up is displayed. Click the Close button. 
25.	To view the history for this extended leave request, click the Request History link. 
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.



Step	Action
28.	You have completed the steps to request an extended leave in the OneUSG Connect System. End of Procedure.