



Introduction

Use this self-paced training guide to help you manage your leave of absence with ADP's **TAM** Unified experience. The **ADP Mobile** app offers easy access to TAM via your smartphone. You can also access TAM from your desktop computer and the **MyADP** user interface. Just choose the method that's most convenient for you! However, please be sure to review your company's time off policies before actually requesting a leave.

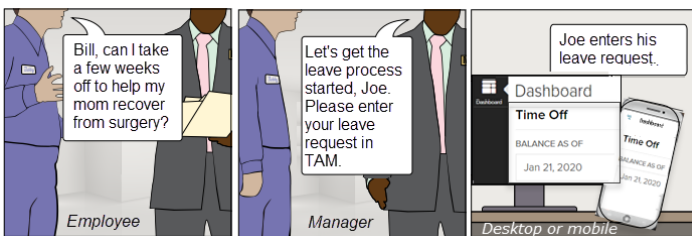
Key Concepts and Terms

Let's start with a few key concepts and terms. A **leave of absence** is an extended period of time off from work, generally requested by an employee, to cover particular circumstances occurring in the employee's life such as a serious health condition, care for a family member, parental leave, and military obligations. If you need to take a leave, TAM's intuitive, employee self-service (ESS) features will guide you – from submitting a leave request to completing the necessary follow-up actions.

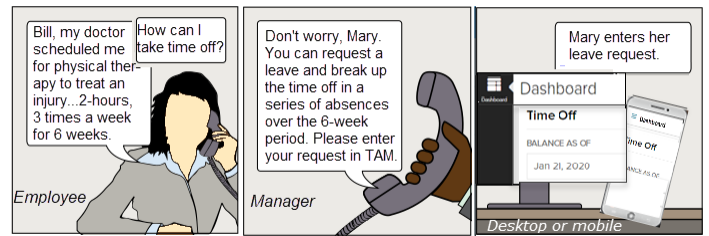
You may take a leave of absence all at one time (**continuous**) or **break it up** into separate absences (**intermittent**), depending on your circumstances.

The following examples illustrate both scenarios.

Bill Requests a Continuous Leave



Mary Requests an Intermittent Leave



Managing a Leave of Absence

Managing a leave involves the following tasks. Select a task or scroll for step-by-step instructions.

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Using a TAM-Supported Browser

Before you get started, review the following requirements to make sure you're using a TAM-supported browser.

Desktop Windows/Mac Browsers/OS Combinations

OS	IE11 *	Edge	Chrome (latest 5 minor versions)	Safari (latest 2 versions 11.x & 12.x)	Firefox (latest 5 minor versions)
Windows 7, 8.1, 10	X	X	X		X
Mac Latest versions supported by Safari 11.x & 12.x: <ul style="list-style-type: none"> • El Capitan • Sierra • High Sierra • Mojave 			X	X	X

* **Note:** Internet Explorer (IE) versions 9 and 10 are not supported.

Mobile OS/Browsers Supported

- All mobile devices with iOS.x and higher
- Android OS 5.0 and higher
- Browsers for Safari 9 and higher
- Chrome - latest 5 versions

* **Note:** The latest updates must be downloaded on the mobile app device to take advantage of any new TAM ADP Mobile features.


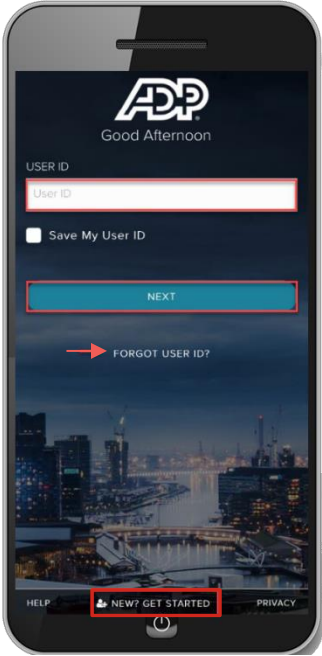

Continue to the next task, Registering and Logging in to MyADP Desktop and ADP Mobile.

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Registering and Logging in to MyADP Desktop and ADP Mobile Users

Complete the following to register and/or log in to MyADP Desktop and ADP Mobile.

Note: If you already have a User ID and Password for any ADP product, use your same credentials to log in.

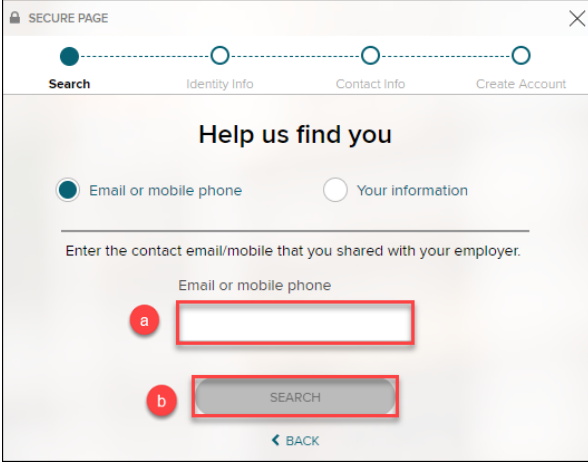
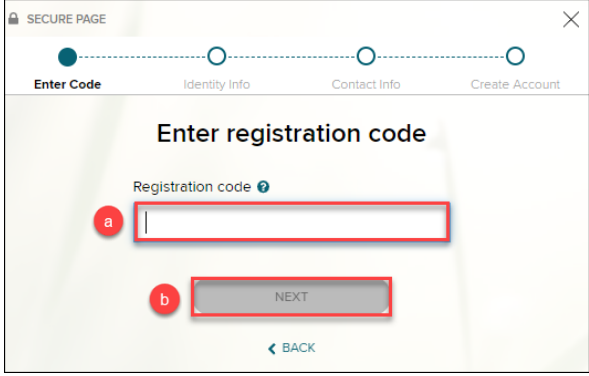
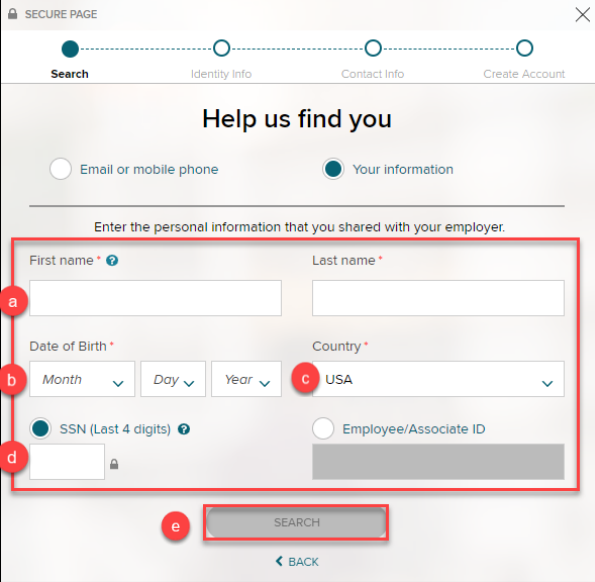
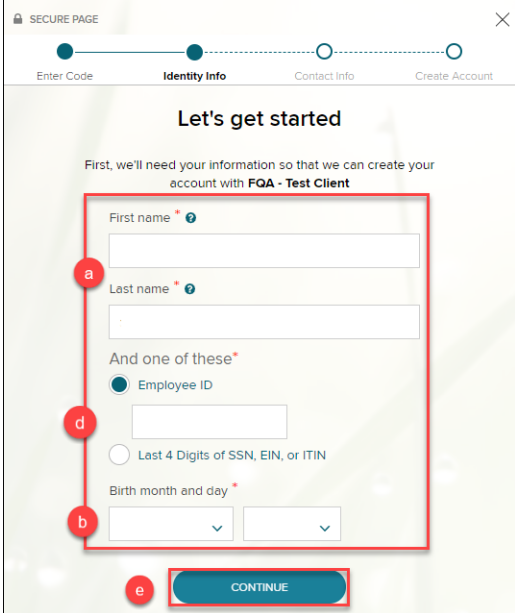
Step	Action
1	<p>MyADP Desktop Users:</p> <ol style="list-style-type: none"> In your browser's address field, enter https://my.adp.com. On the Log in to ADP window, enter your designated User ID and Password. Select Log In. Select Forgot Your ID/Password? to retrieve your User ID and/or reset password, if necessary. If this is your first time accessing MyADP Desktop, select Register Now and follow the instructions to register as a new user.  <p>ADP Mobile Users:</p> <ol style="list-style-type: none"> In your browser's address field, enter https://mobile.adp.com/. Download the ADP Mobile app. Enter your designated User ID. Select Forgot User ID? to retrieve your User ID, if necessary. Note: You can reset your password on the next window, if needed. Select Next. Enter your designated Password. If this is your first time accessing ADP Mobile, select New? Get Started and follow the instructions to register as a new user. <p>Note: You can create an account with your email, mobile number or the registration code (not case sensitive) provided by you Administrator or ADP (Security Services_noreply@adp.com) via email.</p>  
2	Continue to the next task, Creating an Account for MyADP Desktop and ADP Users.

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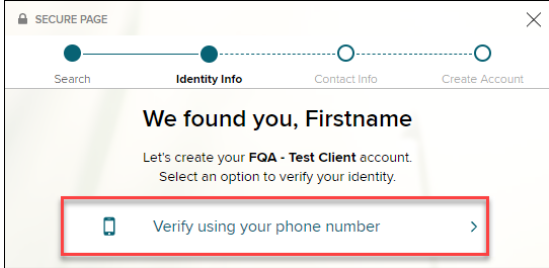
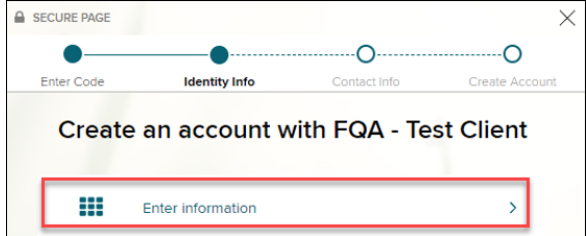
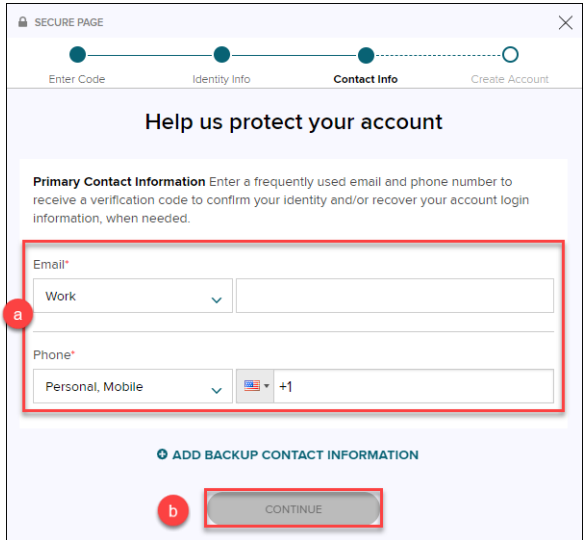
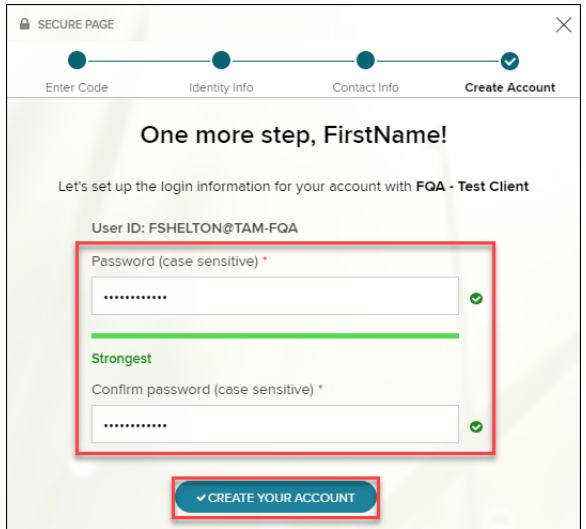
Creating an Account for MyADP Desktop and ADP Users

Complete the following steps to create a new account.

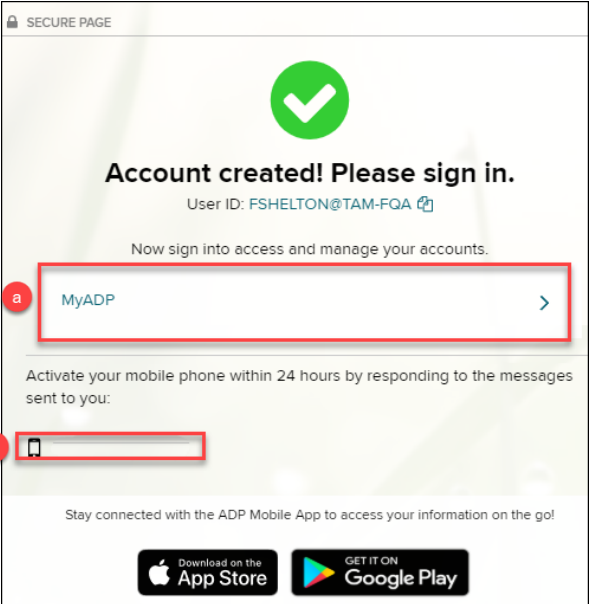



Note: You can create an account using the Find Me or I Have A Registration Code option.

Step	Action
1	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Starting from Find Me with Email / Mobile.</p> <p>a. Enter your Email or Mobile Phone number. b. Select Search.</p>  </div> <div style="width: 48%;"> <p>Starting from I Have A Registration Code.</p> <p>a. Enter your Registration Code. b. Select Next.</p>  </div> </div>
2	<p>For both options, complete the following steps:</p> <p>a. Enter your First and Last name. b. Enter your Date of Birth. c. Enter the Country in which you reside, if applicable. d. Select an option to enter either your Last 4 Digits of your SSN or Employee/Associate ID. Note: Your Social Security number or employee ID is required to identify your employment record in your company's records. The value you enter is encrypted to protect your confidential information.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Starting from Find Me with Email / Mobile.</p> <p>e. Select Search.</p>  </div> <div style="width: 48%;"> <p>Starting from I Have A Registration Code.</p> <p>e. Select Continue.</p>  </div> </div>

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Step	Action
3	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Starting from Find Me with Email / Mobile.</p> <p>a. Select the arrow for Verify Using Your Phone Number.</p>  </div> <div style="width: 48%;"> <p>Starting from I Have A Registration Code.</p> <p>a. Select the arrow for Enter Information.</p>  </div> </div>
4	<p>For both options, complete the following steps:</p> <p>a. Enter your email and phone number information.</p> <p>b. Select Continue.</p> 
5	<p>a. Enter a password and confirm.</p> <p>Note: Passwords are case sensitive. Use 8-10 characters, one numerical, and one special character.</p> <p>b. Select Create Your Account.</p> <p>Results: Your account has been created.</p> 

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Step	Action	
6	<p>a. Select MyADP to sign in.</p> <p>b. Activate your mobile phone within 24 hours by responding to the messages sent to the designated mobile number.</p>	 <p>SECURE PAGE</p> <p></p> <p>Account created! Please sign in.</p> <p>User ID: FSHELTON@TAM-FOA 🔗</p> <p>Now sign into access and manage your accounts.</p> <p>a <input type="text" value="MyADP"/> ></p> <p>Activate your mobile phone within 24 hours by responding to the messages sent to you:</p> <p>b <input type="text"/></p> <p>Stay connected with the ADP Mobile App to access your information on the go!</p> <p> Download on the App Store  GET IT ON Google Play</p>
7	Continue to the next task, Requesting a Leave.	

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Requesting a Leave

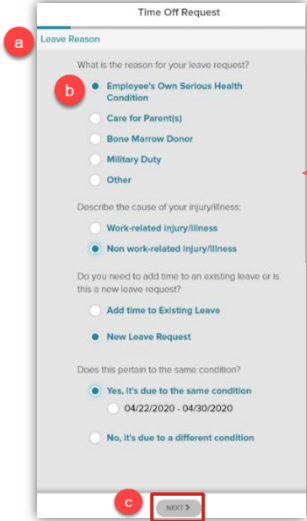

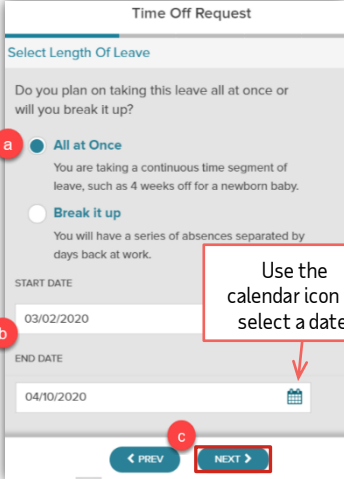
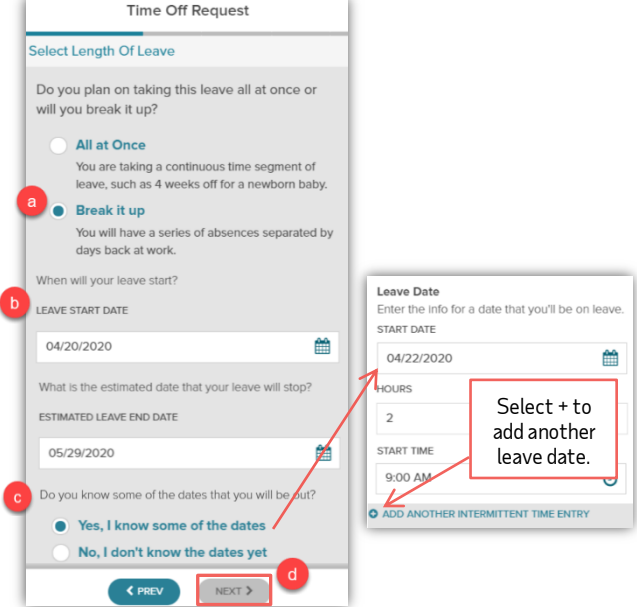

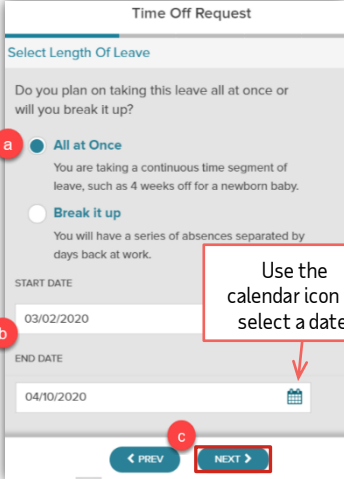
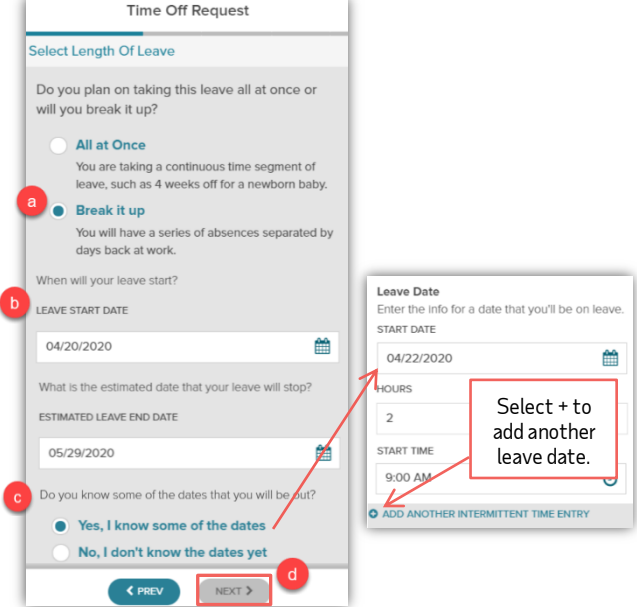

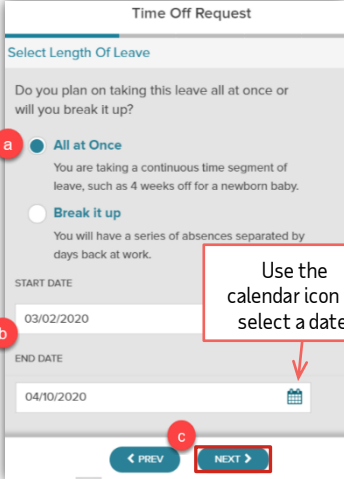
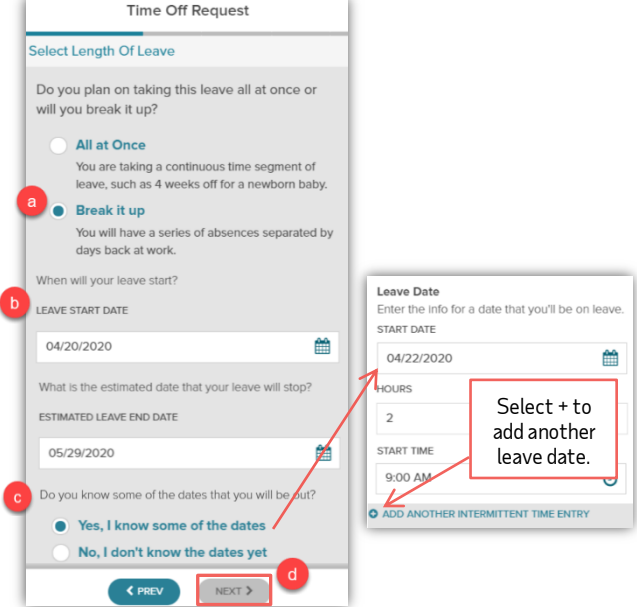
When you request a leave of absence, you identify the reason for your request, how you plan to take time off – continuous or intermittent, and the start and end dates of your leave.

Complete the following steps to request a leave of absence with TAM.

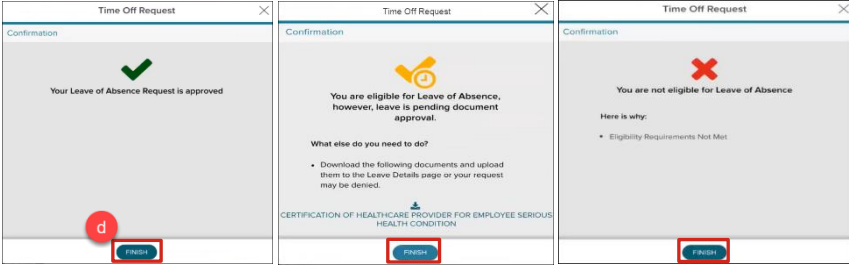
Starting Point: Dashboard > Time Off>Request Time Off

Step	Action
1	<p>On the Time Off tile, select Request Time Off.</p> <p>Result: The Select Type window is displayed, enabling you to identify the type of time off you want to request.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="203 556 950 1165"> <p style="text-align: center;">MyADP Desktop Users</p> </div> <div data-bbox="950 556 1477 1165"> <p style="text-align: center;">ADP Mobile Users</p> </div> </div> <p>Note Regarding ADP Mobile Navigation: The Time Off tile, when viewed on the ADP Mobile Dashboard, displays only a partial list of time off balances. Select > to view all time off balances, any existing time off requests, or access the Request Time Off button.</p>
2	<p>a. Select Leave.</p> <p>Note: If you're not sure whether your circumstances qualify for leave, select Are you unsure which type to choose?</p> <p>Common circumstances that qualify may include:</p> <ul style="list-style-type: none"> • Your own serious health condition that prevents you from performing essential job duties (may include pregnancy) • The arrival of a new child in the family – whether by birth, adoption, or foster care • The care of a family member (spouse, son, daughter, parent) with a serious health condition • Military family leave <p>b. Select Start Time Off.</p> <p>Result: The Leave Reason window is displayed.</p> <div data-bbox="998 1354 1469 1764" style="border: 1px solid gray; padding: 10px;"> <p style="text-align: center;">Time Off Request</p> <p>Select Type</p> <p>What type of time off do you want to take?</p> <p><input type="radio"/> Paid Time Off ←</p> <p><input checked="" type="radio"/> Leave</p> <p><input checked="" type="checkbox"/> Are you unsure which type to choose?</p> <p>Here are some common circumstances that qualify for leave:</p> <ul style="list-style-type: none"> - Employee's Own Serious Health Condition - Care for Child - Employee Pregnancy - Care for Spouse <p style="text-align: right;">For more about the Paid Time Off option, refer to Step 5.</p> <p style="text-align: center;">b START TIME OFF ></p> </div>

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Step	Action						
3	<p>a. Select the Reason for your leave request.</p> <p>b. If you select Employee's Own Serious Health Condition,</p> <ul style="list-style-type: none"> Indicate whether your injury or illness is work-related, and If a leave already exists for this reason, indicate whether you need to add time to the existing leave or request a new leave. If this is a new request and there is a pre-existing leave on file for the same serious health condition, indicate whether it is due to the same condition (relapse) or a different condition. <p>c. Select Next.</p> <p>Result: The Select Length of Leave window is displayed. Go to Step 4.</p> 						
4	<p>Select length of the leave: All at Once (continuous) or Break it up (intermittent) as follows:</p> <table border="1" data-bbox="212 793 1474 842"> <thead> <tr> <th data-bbox="212 793 370 842">IF:</th> <th data-bbox="370 793 1474 842">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 842 370 1346"> <p>You want to take a continuous leave,</p> </td> <td data-bbox="370 842 1474 1346"> <p>a. Select All at Once.</p> <p>b. Select the Start Date and End Date of your leave.</p> <p>c. Select Next.</p> <p>Result: The Apply PTO to Leave window is displayed. Go to Step 5.</p> <p>Example: Joe requests a continuous leave.</p>   </td> </tr> <tr> <td data-bbox="212 1346 370 1976"> <p>You want to take an intermittent leave,</p> <p>Back to Top</p> </td> <td data-bbox="370 1346 1474 1976"> <p>a. Select Break it up.</p> <p>b. Enter the Leave Start Date and Estimated Leave End Date.</p> <p>c. Do you know some of the dates you will be out? Select:</p> <ul style="list-style-type: none"> Yes, I know some of the dates and then complete the Leave Date window, or No, I don't know the dates yet; you can enter them later. <p>d. Select Next.</p> <p>Result: The Apply PTO to Leave window is displayed. Go to Step 5.</p>  </td> </tr> </tbody> </table>	IF:	THEN:	<p>You want to take a continuous leave,</p>	<p>a. Select All at Once.</p> <p>b. Select the Start Date and End Date of your leave.</p> <p>c. Select Next.</p> <p>Result: The Apply PTO to Leave window is displayed. Go to Step 5.</p> <p>Example: Joe requests a continuous leave.</p>  	<p>You want to take an intermittent leave,</p> <p>Back to Top</p>	<p>a. Select Break it up.</p> <p>b. Enter the Leave Start Date and Estimated Leave End Date.</p> <p>c. Do you know some of the dates you will be out? Select:</p> <ul style="list-style-type: none"> Yes, I know some of the dates and then complete the Leave Date window, or No, I don't know the dates yet; you can enter them later. <p>d. Select Next.</p> <p>Result: The Apply PTO to Leave window is displayed. Go to Step 5.</p> 
IF:	THEN:						
<p>You want to take a continuous leave,</p>	<p>a. Select All at Once.</p> <p>b. Select the Start Date and End Date of your leave.</p> <p>c. Select Next.</p> <p>Result: The Apply PTO to Leave window is displayed. Go to Step 5.</p> <p>Example: Joe requests a continuous leave.</p>  						
<p>You want to take an intermittent leave,</p> <p>Back to Top</p>	<p>a. Select Break it up.</p> <p>b. Enter the Leave Start Date and Estimated Leave End Date.</p> <p>c. Do you know some of the dates you will be out? Select:</p> <ul style="list-style-type: none"> Yes, I know some of the dates and then complete the Leave Date window, or No, I don't know the dates yet; you can enter them later. <p>d. Select Next.</p> <p>Result: The Apply PTO to Leave window is displayed. Go to Step 5.</p> 						

Step	Action
4	<p>(cont.)</p> <div data-bbox="355 306 1468 564" style="border: 1px solid black; padding: 10px;"> <p>Example: Mary requests an intermittent leave.</p> </div>
5	<p>Optional: Do you want to automatically apply your accrued Paid Time Off (PTO) to your leave?</p> <p>a. If yes, select the Checkbox and Next.</p> <p>b. If no, select Next.</p> <p>Note: Your employer may not allow employees to elect PTO for any unpaid portion of their leave. Refer to your company policy if this option is not available.</p> <p>Result: The Verify Contact Information window is displayed.</p> <p>Go to Step 6.</p> <div data-bbox="948 632 1284 846" style="border: 1px solid gray; padding: 5px;"> </div>
6	<p>a. Verify your contact information that will be used while you're out on leave and enter any changes.</p> <p>b. Select Next.</p> <p>Result: The Review & Submit window is displayed.</p> <p>Note: You can edit the contact information for every leave request. However, the information will only be used for purposes of communications related to your leave and during your leave. It will not change any of your existing contact information.</p> <div data-bbox="1068 890 1425 1352" style="border: 1px solid gray; padding: 5px;"> </div>
7	<p>a. Review the request.</p> <p>b. If you need to make changes, select to edit Leave Reason, Duration Type, and Contact Information. You can also use to navigate backward through your request and make changes.</p> <p>Note: The edit function does not affect/update any other applications or systems.</p> <p>c. Select Submit.</p> <p>Back to Top</p> <div data-bbox="829 1373 1382 1864" style="border: 1px solid gray; padding: 5px;"> </div>

Step	Action
7	<p>(cont.)</p> <p>Result: A confirmation message and next steps are displayed. The auto approved, pending document approval or not eligible leave request is available via the View Time Off Requests link located on the Dashboard. Refer to Requesting a Leave.</p> <p>d. Select Finish.</p> <div data-bbox="862 281 1164 396" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>Confirmation message displays the following color scheme:</p> <p>Green – Auto Approved Yellow – Pending Document Approval Red – Not Eligible</p> </div> <div data-bbox="602 405 1446 667" style="display: flex; justify-content: space-around;">  </div> <p>Result - Time Out Warning: If your connection to TAM times out during the submission of your leave request, the following message is displayed. Return to the Dashboard and confirm your request was successfully initiated.</p> <div data-bbox="256 856 654 968" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>i Please check your leave dashboard to ensure accuracy of your leave submission details along with any accompanying time reported.</p> </div>
8	Continue to the next task, Viewing Leave Details and Downloading/Uploading Documents.

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Viewing Leave Details and Downloading/Uploading Documents

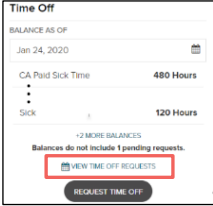
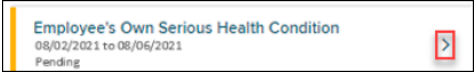


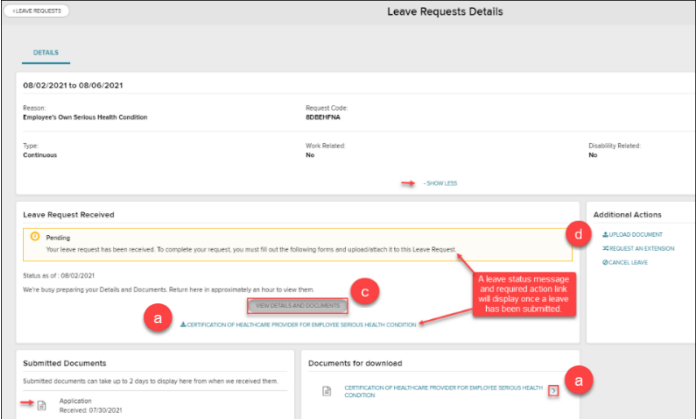
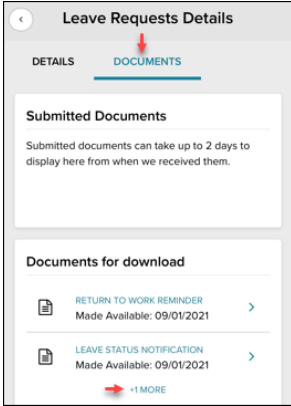
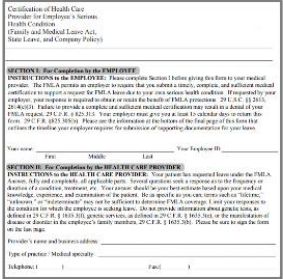
In order to successfully complete your pending leave request, you must fill out and upload the required leave-related document(s). Why is this important? Let's look at an example:

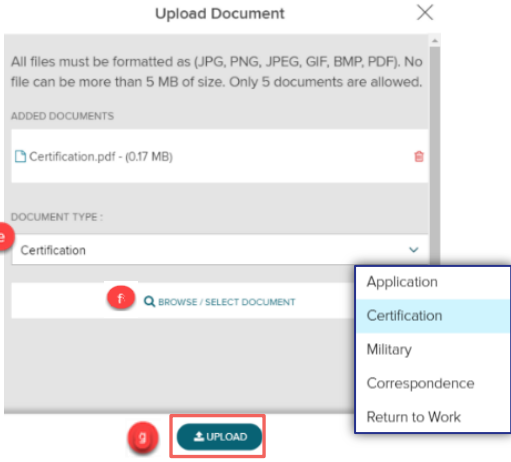
Example

Mary requested a leave because of her own serious health condition. Her company's policy requires employees to provide medical certification in this situation. Failure to provide the certification may result in denial of Mary's leave request. A medical certification form typically includes specifics such as the healthcare provider's contact information, when the serious health condition began and how long the condition is expected to last, and whether the employee needs a continuous or intermittent leave. The certification helps an employer validate an employee's leave request.

Complete the following steps to view your leave details and upload the required document(s) to your request.

Starting Point: Dashboard > View Time Off Requests > Requests > Leave Requests Details

Step	Action
1	<p>Viewing Leave Details: On the Time Off tile, select View Time Off Requests.</p> <p>Result: The Requests tile is displayed.</p> 
2	<p>Select > to the right of the leave request to upload the document.</p> <p>Result: The Leave Requests Details window for the selected request is displayed.</p> 
3	<p>Downloading/Uploading Documents:</p> <p>a. Select > next to the applicable document under Documents for download section  required action link under View Details and Documents button.</p> <p>Note: A +More or - Show Less link is available to expand or minimize leave details information and/or documents.</p> <p>Note: The most current leave status message will be displayed.</p> <p>b. Print or save the document to your device and complete it as directed.</p> <p> A document file:</p> <ul style="list-style-type: none"> • Must be formatted as JPG, PNG, JPEG, GIF, PDF, or BMP. • Cannot contain more than five pages. • Cannot exceed the maximum file size of 5MB. <p>c. Select View Details and Documents.</p> <p>Note: Displays the most current leave status letter within approximately 1 hour of being generated.</p> <p>d. Select Upload Document under Additional Actions.</p> <p>Result: The Upload Document window is displayed.</p> <p>Important: Submitted documents can take up to 2 days to display here from when we received them. Additional documents can be viewed under the + MORE link, if applicable.</p> <p>Back to Top</p>  <p>Mobile View</p>  <p>Sample Form</p> 

Step	Action
	<p>(cont.)</p> <p>Note: MyADP users will see the Leave Requests button. ADP Mobile users will see ⏪ icon. Both return you to the Dashboard.</p> <p>e. Select Document Type.</p> <p>f. Browse for/select the completed document on your mobile device or computer.</p> <p>Result: The filename is listed in the Added Documents field.</p> <p>g. Select Upload to complete your pending leave request.</p> <p>Note: You can upload a maximum of five documents.</p> <p>Result-Successful Upload: If the upload is successful, a Submitted message is displayed.</p> <div data-bbox="272 674 659 741" style="border: 1px solid green; padding: 5px; margin: 10px 0;"> <p>✔ Submitted! Documents have been uploaded. Review pending.</p> </div> <p>Your company's Human Resources (HR) leave administrator and/or your manager will review the request and determine next steps in accordance with the leave policy. The status of your request may change to Approved or Denied.</p> <p>Result-Unsuccessful Upload: If the upload is unsuccessful, an error message is displayed.</p> <p>Example: The document is not in an acceptable file format.</p> <div data-bbox="261 1024 737 1077" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>❗ All files must be formatted as (JPG, PNG, JPEG, GIF, BMP, PDF).</p> </div> <p>Example: The maximum number of documents is exceeded:</p> <div data-bbox="261 1136 737 1188" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>❗ Only 5 documents are allowed</p> </div> <p>Correct the error and upload the document.</p> 
4	Continue to the next task, Reporting Intermittent Time on an Existing Leave.

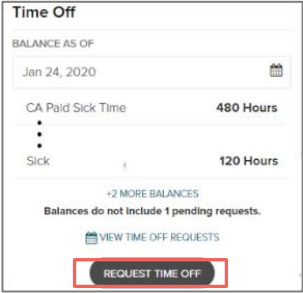
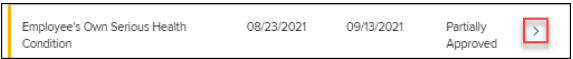
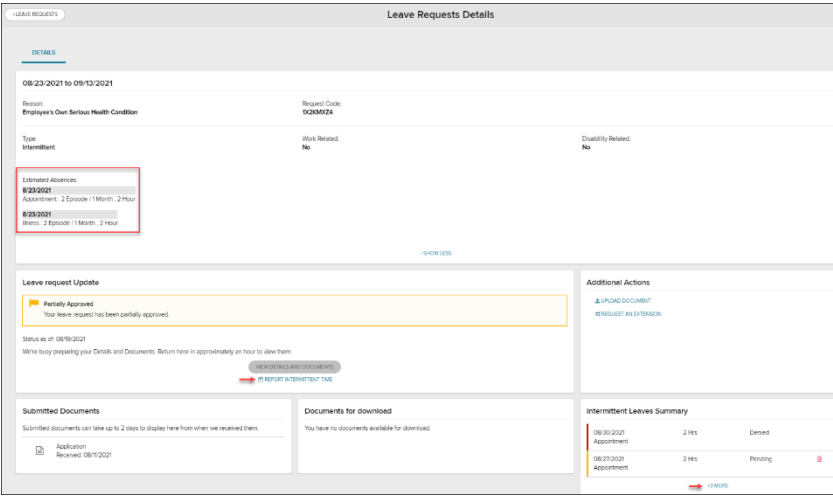
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Reporting Intermittent Time on an Existing Leave Request

If you requested an **intermittent** leave, you report each absence taken during the leave period as intermittent time off. If you entered intermittent time off when you initially requested the leave, you can still report additional absences.

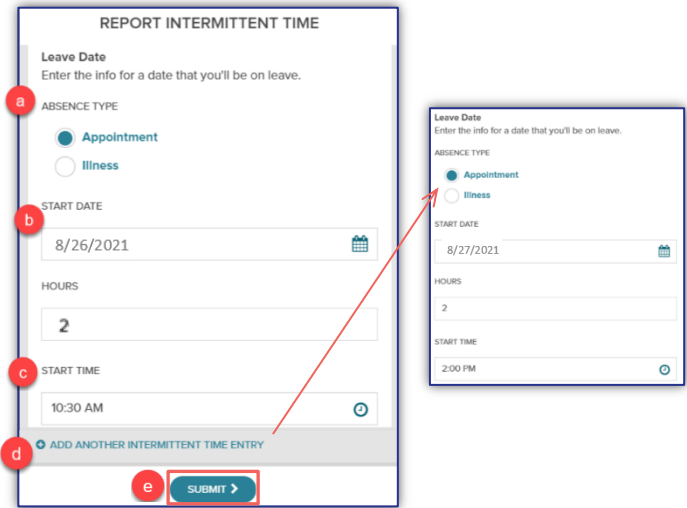
Complete the following steps to report intermittent time off for an existing leave.

Starting Point: Dashboard > Time Off > View Time Off Requests > Requests > Leave Requests Details

Step	Action
1	<p>Select View Time Off Requests.</p> <p>Result: The Requests tile is displayed.</p> 
2	<p>Locate the leave on which you want to report intermittent time and select >.</p> <p>Result: The Leave Requests Details window is displayed.</p> 
3	<p>Select Report Intermittent Time link under View Details and Documents button.</p> <p>Result: The Report Intermittent Time window is displayed showing frequency and duration for estimated absences.</p> <p>Note: Additional time entries can be viewed under the +MORE link, if applicable.</p> <p>Example: On 8/26 at 10:30 AM, Ann will take off two hours from work for her daughter's medical treatments. On 8/27 at 2:00 PM, she'll take off two hours for a follow-up doctor's appointment.</p> 

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Step	Action
4	<p>a. Select the Absence Type.</p> <p>b. Enter the absence Start Date the number of Hours you'll be out.</p> <p>c. Enter the Start Time in this format: hh:mm AM or hh:mm PM.</p> <p>d. If you want to add another entry, select Add Another Intermittent Time Entry and then complete the Leave Date information.</p> <p>e. Select Submit.</p>

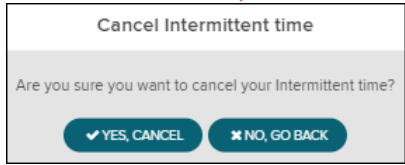
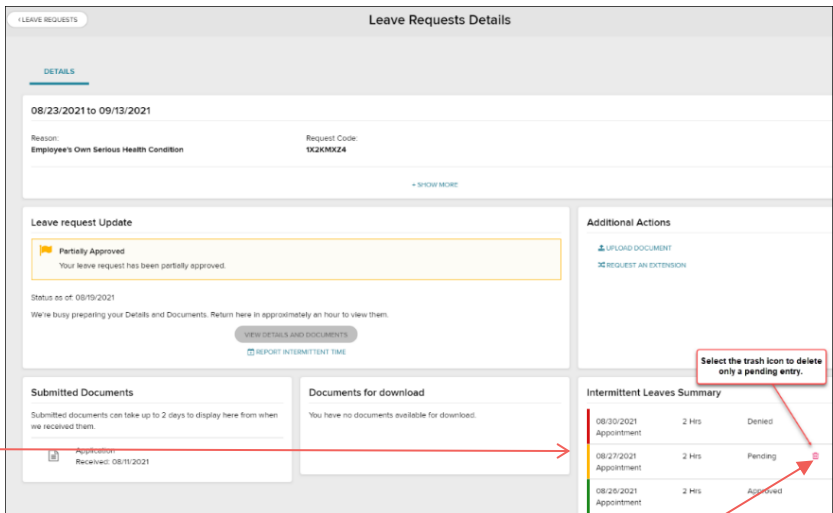


Result: The **Intermittent Leaves Summary** is displayed.

Note: If you elect to cancel any reported intermittent time, a message will display to ensure you want to cancel the applicable time.

Intermittent time reported is indicated as the following color scheme:

- Green – Approved
- Yellow – Pending
- Red - Denied



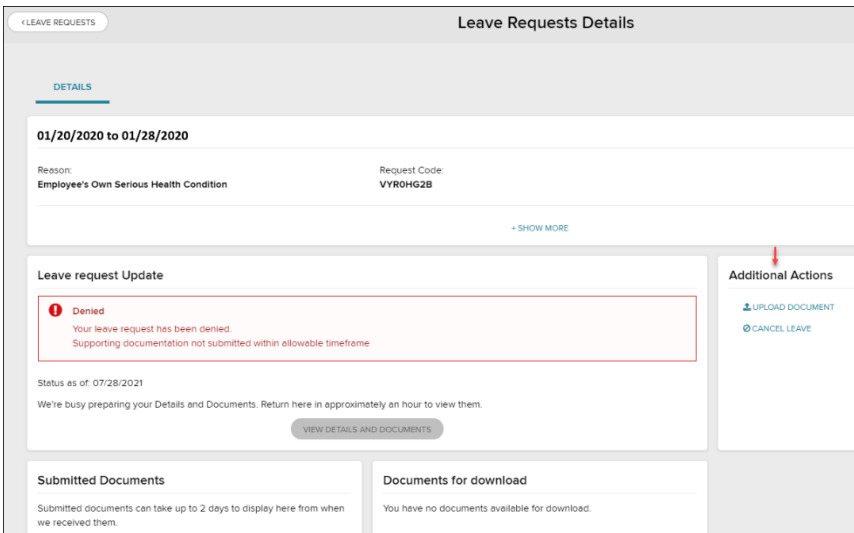
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4

(cont.)

Note Regarding Denied Leave:

The Report Intermittent Time link will not be an option under **Additional Actions** for an overall Denied leave status.

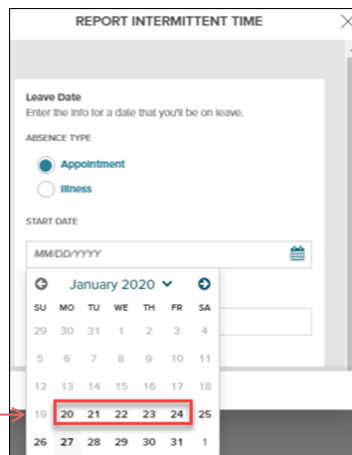


Note Regarding Retro Intermittent Time:

Your employer may allow retro intermittent time to be reported. Refer to your company policy.

Example: Five working days is allowed and the current date is 1/27/20. Intermittent time can be reported up to five working days between 1/20/20 and 1/24/20.

The dates prior to 1/20/20 are greyed out and intermittent time cannot be reported.



5

Continue to the next task, Requesting an Extension on an Existing Leave Request.

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Requesting an Extension on an Existing Leave Request

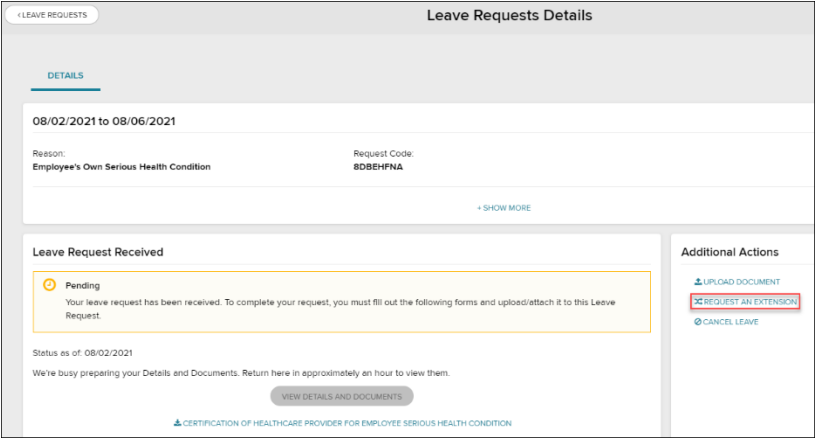
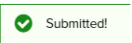
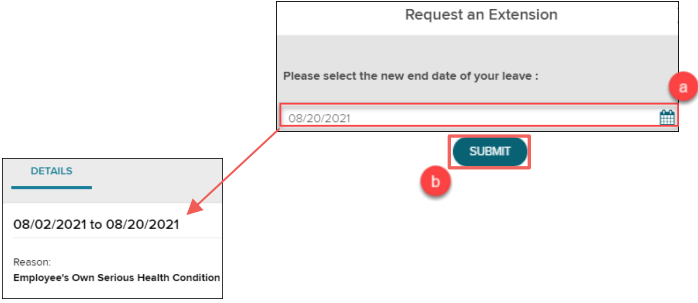
You may ask, why would I request an extension? Here's an example.

Example

Joe requested a three-week continuous leave to care for his mother as she recovers from surgery. Unfortunately, Joe's mom suffered a setback during her recovery and Joe needs an additional week of leave time.

Complete the following steps to request an extension on an existing leave.


Starting Point: Leave Requests Details > Request an Extension

Step	Action	
1	<p>Select Request an Extension for the specific leave.</p> <p>Result: The Request an Extension window is displayed.</p>	
2	<p>a. Select the new end date of your leave.</p> <p>b. Select Submit.</p> <p>Result: Your request is,  Submitted!, message is displayed, and the leave end date is updated on the Leave Requests Details window.</p> <p>Reminder: Be sure to fill out and upload the required leave-related document(s) to complete your pending request.</p>	
3	Continue to the next task, Cancelling a Leave Request.	

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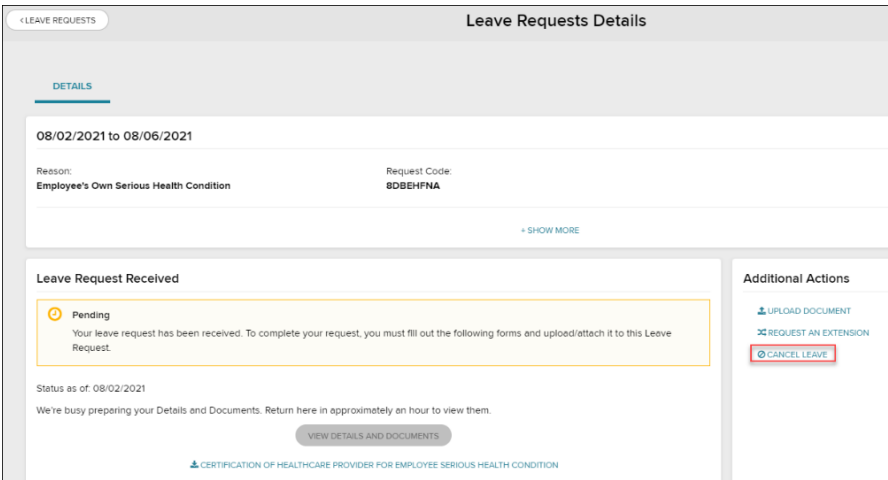
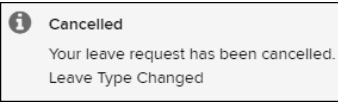
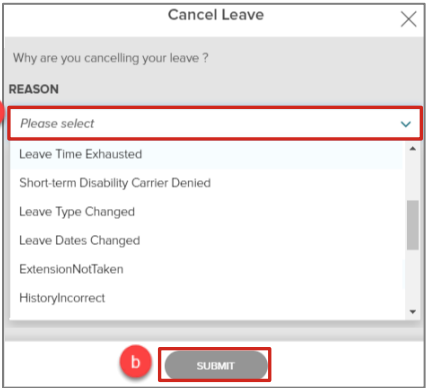
Canceling a Leave Request

What happens if the circumstances of your leave request change? For example, your doctor postponed a medical procedure for which you've already requested a leave and you no longer need to take time off. In this situation, you may cancel* the existing leave request and initiate a new request later.

 *Your employer may not allow employees to cancel leave requests. Contact your leave administrator or refer to your company policy if you need assistance with cancelling an existing leave request.

Complete the following steps to cancel a leave.

Starting Point: Leave Requests Details > Cancel Leave

Step	Action
1	<p>Select Cancel Leave.</p> <p>Result: The Cancel Leave window is displayed.</p> 
2	<p>a. Select the Reason for cancelling your leave request.</p> <p>b. Select Submit.</p> <p>Result: On the Leave Requests Details window, a cancelled message is displayed.</p>  

Congratulations!

You've completed the training. You should now be prepared to:

- Request a Leave of Absence
- Submit Leave-Related Documents
- Report Intermittent Time on an Existing Leave
- Request an Extension on an Existing Leave
- Cancel a Leave Request

If you haven't already done so, download and save this training guide for quick, on-the-job reference.

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