

## Requesting an Extended Leave Event

Step	Action
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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</p>

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11.	<p><b>Note:</b> The Save function can be used at any time.</p> <p>Click the <b>Save</b> button.</p>
12.	<p>Click the <b>Next</b> 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 <b>Add Attachment</b> button.</p>
14.	<p>The File Attachment pop-up is displayed.</p> <p>To locate the appropriate file, click the <b>My Device</b> 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 <b>Open</b> button.</p>
17.	<p>Click the <b>Upload</b> button.</p>
18.	<p>Once the upload is completed, click the <b>Done</b></p>



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



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28.	You have completed the steps to request an extended leave in the OneUSG Connect System. <b>End of Procedure.</b>