

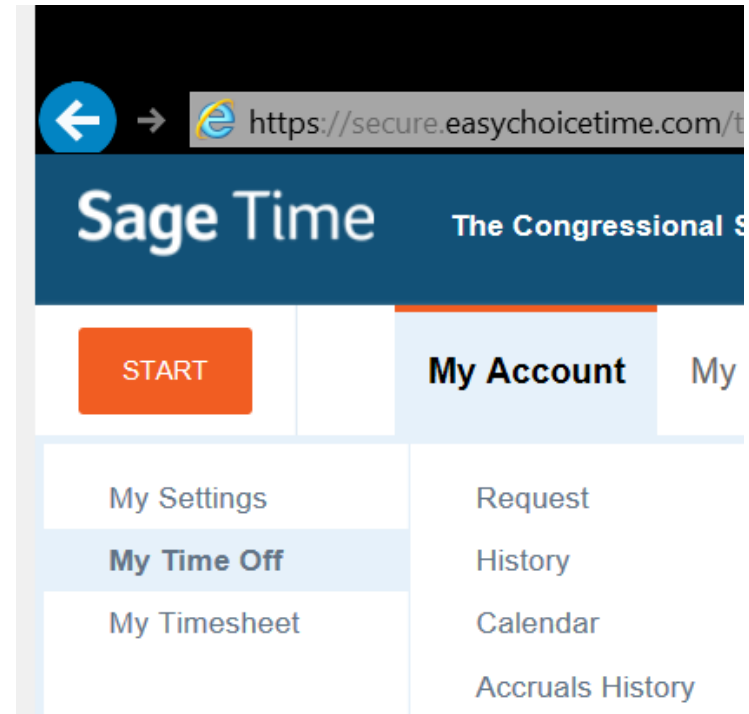
LEAVE REQUEST PROCESS – ADVANCE LEAVE

1. Go to *My Account*.
2. Select *My Time Off*.
3. Select *Request*.

Reminders:

-Request must be submitted 3 business days before the session begins (Wed. before).

-Website URL and login credentials will be emailed to you.



LEAVE REQUEST PROCESS – ADVANCE LEAVE

4. Write what type of time off you are requesting. All leave will be **LWOP** (Leave Without Pay).
5. Identify the day(s) you are requesting.
6. Submit Request.

The screenshot shows a web interface for requesting time off. At the top, there is a breadcrumb trail: [Home](#) > [My Account](#) > [My Time Off](#) > [Request](#) > [Request Time Off](#). Below this is a section titled "TIME OFF".

Under "TIME OFF", there is a "Time Off" search bar with a magnifying glass icon. Below that is the "REQUEST TYPE" section, which contains four options:

- Full Day**: A radio button is selected. It includes a "Date" field with a calendar icon.
- Partial Day (Start/Stop)**: A radio button is unselected. It includes a "Date" field with a calendar icon, "From" and "To" date fields, and a "Total" field.
- Partial Day (Bulk)**: A radio button is unselected. It includes a "Date" field with a calendar icon and a "Total Hours" field.
- Multiple Days**: A radio button is unselected. It includes "From" and "To" date fields with calendar icons, and a "Total Hours Per Day" field.

At the bottom of the form is a "COMMENTS" section with a large text area for entering notes.