

Requesting an Extended Leave Event

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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 [+] Plus button.</p>
4.	<p>The Extended Absence Request page is displayed.</p> <p>Click the</p>

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11.	<p>Note: The Save function can be used at any time.</p> <p>Click the Save button.</p>
12.	Click the Next button.
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.	Click the Open button.
17.	Click the Upload button.
18.	Once the upload is completed, click the Done



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