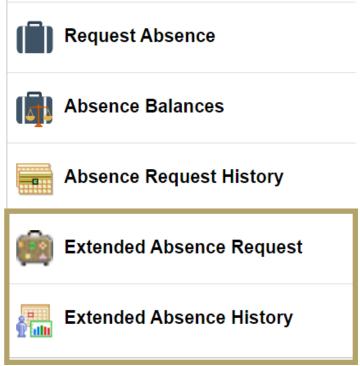
Extended Absences



- Georgia Tech leave benefited employees can request extended absences as needed.
- Extended absence requests are reviewed by HR.
- Extended absences types:
 - Military
 - Medical
 - FMLA or non-FMLA
 - Edu / Professional / Development Leave
 - Personal
 - Worker's Compensation
 - Bone Marrow / Organ Donation

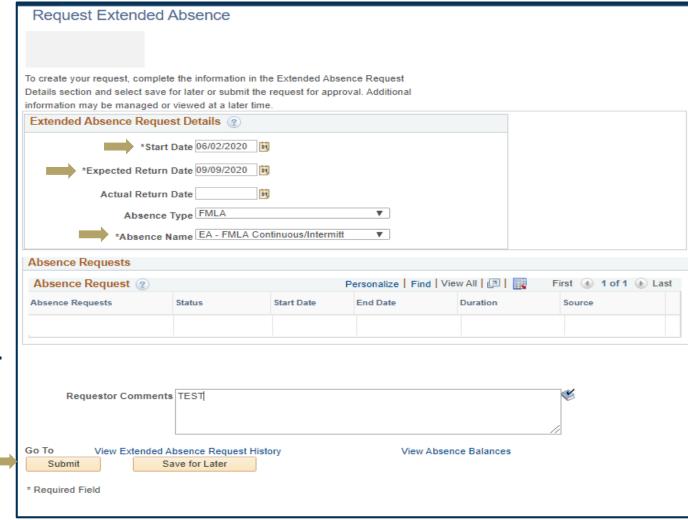






Request Extended Absence

- Select the Request Extended
 Absence link in the Time and
 Absence menu.
- 2. Enter the **Start Date** of you extended absence.
- 3. Enter your **Expected Return Date** for your extended absence.
- 4. Select the **Absence Name**.
- 5. Enter any comments as needed.
- 6. Press Submit.
- 7. Press **Yes** on the confirmation page.
- 8. Press **OK.** Your request has been sent to HR for processing. You may be contacted for additional documentation.





View Submitted Extended Absence Requests

- 1. Select the **Extended Absence Request History** link in the Time and Absence menu.
- 2. Your most recent extended absence requests will display.
- 3. If you don't see the absence request you're looking for, enter a different date range in the **From** and **Through** calendar buttons and press **Refresh**.
- 4. Click the **Absence Name** to view detailed information about your absence request.



