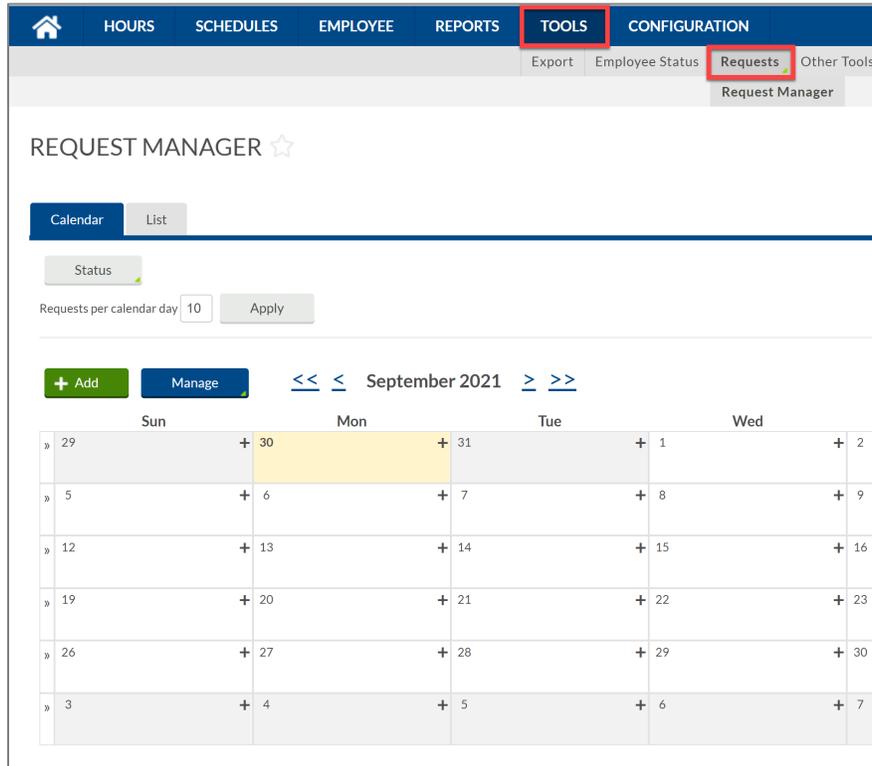# Add Leave Request for Employee Job Aid

The purpose of this job aid is to explain how to add a Leave Request for an employee.

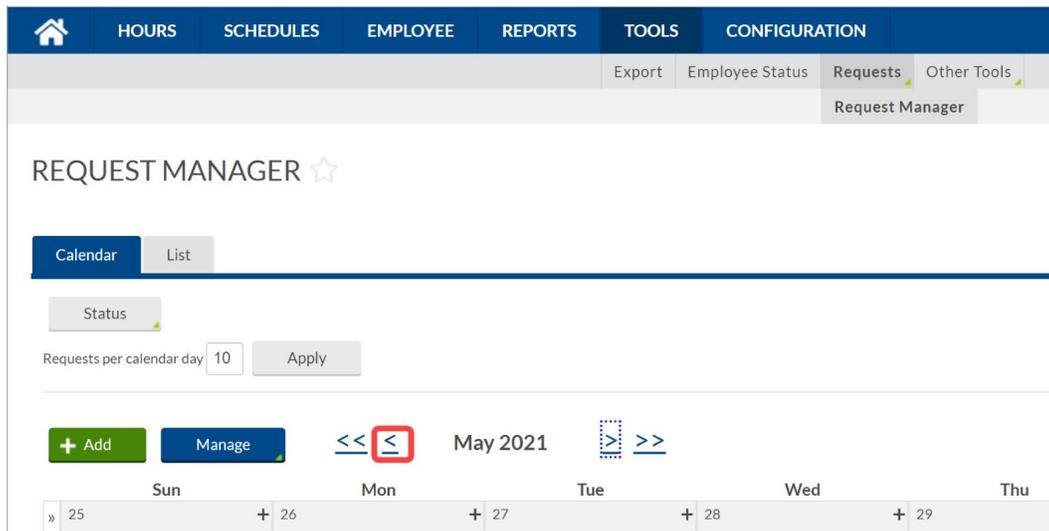**Note**: *Calendar view will be used for the following steps but these actions can be taken through List view also.*

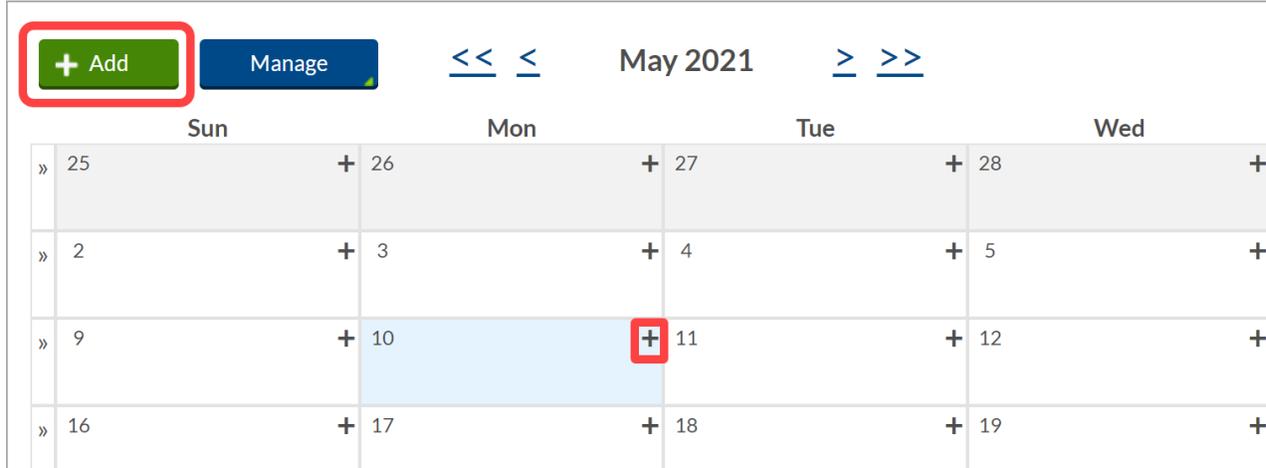1. Click on Tools, then Requests. The Request Manager page will populate.

2. If needed, use the single arrow navigation button to go to the appropriate month.

Note: *The double arrow navigation will go back one calendar year.*

3. Select "Add" or click the "+" sign on the day you would like to add leave to on behalf of your employee.

4. Complete the leave request.

Note: *If entering a Leave Request pertaining to an FMLA case, please use the specifications at the end of this document.*

   a. Type in the employee's name to select the employee.

   b. If you used the "Add" button, enter the date. If you used the "+" sign on the day it will be on the selected day.

   c. Select the appropriate Template for the type of leave being requested.

   d. Update the hours if it was a partial day's leave, and the days if it was more than 1 day.

   e. If applicable, select the correct Leave Code.

   f. Answer the question about documentation when applicable.

   Note: *Only applicable when Using the "Other" Template.*

   g. Optional – you can send the employee a notification of this leave request entry by checking the "Send user notification" box.

   h. Press Save.

5. A processing window will appear. Select "OK". The leave request will then appear on the calendar as pending, awaiting manager approval.

Adding FMLA Leave Request

When submitting leave requests for an employee with an active FMLA case, use the FMLA Leave template. Next, select "FMLA Case" from the dropdown menu on the sixth field. Then, select the FMLA case number. This will ensure the hours are recorded on the FMLA case in TCP.