

How to submit an Extended Absence Request:

- From Employee Self Service, click the **Time and Absence** tile.
- On the Time page, click the **Extended Absence Request** link.
- Select or enter the start date of the absence.
 - Select the first day you plan to be out.
- Enter or select the Expected Return Date.
 - Select the date you expect to return.
- Select the Absence Type by clicking the **Absence Type** drop-down list.
- Select the appropriate **Absence Type**.
- Select the **Absence Name** by clicking the **Absence Name** drop-down list.
- Select the appropriate **Absence Name**.
- Any absence requests already submitted will be displayed in the Absence Requests section.
- Enter details about this absence request in the Requestor Comments box.
 - **Note:** These comments are subject to open records and can be used in court. Use discretion with what you enter.
- When you are sure the information is complete, click the **Submit** button.
- A message will be displayed for you to verify that you are ready to submit this request.
- A confirmation of the submission is displayed.
- You have entered an extended Leave request. Additional documentation may be required.
- Additional Documentation should be sent to Chris Hunt, Leave Specialist at chunt@augusta.edu