

Creating and Submitting a Leave Request in eLeave

① **Login to eLeave** by going to eleave.osu.edu. The tool will load your home screen which will display “Leave Request Home”.

② **Select the dates of leave** using the pop-up calendar. You can select just one day or a range of days. You will need to fill out leave requests according to the university’s leave policies as well as your unit’s policies.

Dates of Leave

* Start Date * End Date

03/14/2011 03/15/2011

③ **Pick the Job** you want the leave request to apply to under “Job Details”. Doing this will allow the tool to send your request to the correct approver.

Job Details

Select	Working Title	Supervisor	Department
<input checked="" type="radio"/>	Office Associate	The Ohio State University	00000

④ **Indicate the “Leave Designation”**. Please note that “Family and Medical Leave” and “Work Related Injury/Illness” require documentation. Please consult with your unit’s HR contact for instructions on qualifying for and documenting these statuses.

Type of Leave

Leave Designation Family and Medical Leave ** Work Related Injury/Illness ** Neither

NOTE: If requesting leave for jury duty, bereavement or FMLA, you must provide your department and supervisor the appropriate required documentation. For example: copy of letter for jury duty, obituary of deceased family member, approved FMLA request. Please refer to the Office of Human Resources for more information at <http://hr.osu.edu/policy/>

5 Pick the type of leave by entering the total hours and selecting the appropriate type from the drop down menu. Choosing “Sick” will require a reason for the leave. The TRC Code box will automatically populate.

Daily Hours	Leave Type	TRC Code
<input type="text" value="8"/>	<input type="text" value="Sick"/> <input type="text" value="Medical Appointment (Self)"/>	SLT

** requires appropriate documentation

6 Click “Create Leave Request” to view a summary of your leave request before you submit it for approval. You can make changes from the summary screen if necessary.

Daily Hours	Leave Type	TRC Code
<input type="text" value="8"/>	<input type="text" value="Sick"/> <input type="text" value="Medical Appointment (Self)"/>	SLT

** requires appropriate documentation

7 Enter a comment if you need to communicate with your leave request approver. Please note that comments are public record. They cannot be deleted and can be viewed by anyone. Do not include medical documentation in the comments.

Comments

Reason for absence, person responsible in my absence, etc.

2000 characters remaining

8 View your leave balances and future leave hours to be deducted. Approved leave requests are contingent upon adequate leave balances.

Leave Balances (does not include current request)

Plan Type	Pay Stub Balance as of 02/26/2011	Future Leave Hours Requested
Vacation	34.0	
Sick	34.0	
Military	176.0	

⑨ Click **“Save For Later”** to review your request before you submit it for approval or Click **“Submit for Approval”** if your request is ready to be reviewed by your supervisor. You can submit leave requests six months in advance. Once approved, leave requests automatically flow to timesheets.

Actions

I understand that approval of this request is contingent upon the availability of adequate leave balances. Falsification of this Application of Leave or of the supporting documentation is grounds for disciplinary action, up to and including dismissal

[Save For Later](#) [Submit For Approval](#) [Return To Home](#)