

How Do I Request an Extended Absence?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. Select **Extended Absence Request**.
4. Enter or use the **Calendar** icon to select the **Start Date** for your Extended Absence.
5. Enter or use the **Calendar** icon to select the **Expected Return Date** for your Extended Absence.
6. Use the **Absence Name** dropdown to select the type of Extended Absence you are requesting.
7. In the **Requestor Comments** field, enter comments regarding this extended absence request that will be submitted via Workflow.
8. To save the request to work on later, click the **Save for Later** button.
9. To submit the Extended Absence Request, click the **Submit** button.
10. Click **Yes** when you receive the confirmation page.
11. The request will be routed via Workflow. You will be notified of any documentation you need to submit.

