Creating a Leave Request

1. **Login to eLeave** by going to [eleave.osu.edu](http://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.

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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Working Title</th>
<th>Supervisor</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Office Associate</td>
<td>The Ohio State University</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

---

**Dates of Leave**

- **Start Date**: 03/14/2011
- **End Date**: 03/15/2011

---

**Leave Designation**

- Family and Medical Leave
- Work Related Injury/Illness
- Neither

---

**Type of Leave**

- Daily Hours
- Leave Type
- TRC Code

<table>
<thead>
<tr>
<th>Daily Hours</th>
<th>Leave Type</th>
<th>TRC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Sick</td>
<td>SLT</td>
</tr>
<tr>
<td></td>
<td>Medical Appointment (Self)</td>
<td></td>
</tr>
</tbody>
</table>

---

**Create Leave Request**

**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.

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.

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

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.