

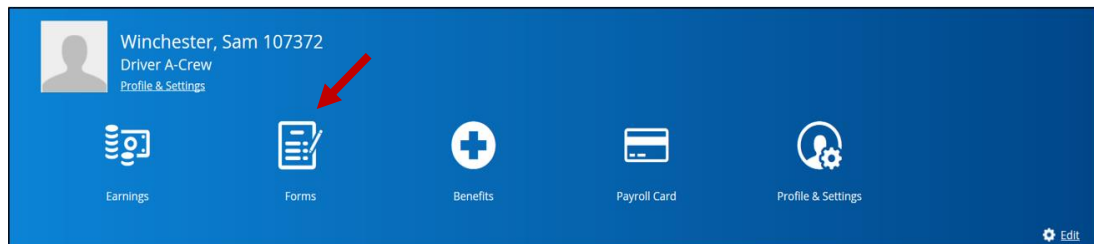
REQUEST LEAVE OF ABSENCE



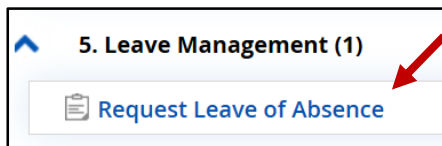
1. Login in to DayForce using your username and password.

The image shows the DayForce HCM login screen. It features a header with the text "DAYFORCE | HCM". Below the header are three input fields: "Company", "User Name", and "Password". A "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Can't access your account?".

2. From the Home Screen select Forms.



3. From this screen, select Request Leave of Absence.



4. On this screen select options from the various drop down menus

The image shows the "Request Leave of Absence" form. At the top, it displays the user's name "Winchester, Sam 107372" and status "Status: Active Employee Number: 107372". Below this is the "Leave of Absence Information" section with a note: "Use this form when requesting a planned leave. Enter the status, reason, and dates of the leave of absence. Fields marked with an asterisk are required values." There are four required fields: "Status*" (a dropdown menu), "Reason*" (a dropdown menu), "Start Date*" (a date field with a calendar icon), and "Estimated Return Date*" (a date field with a calendar icon). Red arrows point to the "Status" and "Reason" dropdown menus. Below these fields is the "Supporting Documents" section with a note: "Please attach additional details if desired." There is a file upload icon and a "+ Upload Files" button. At the bottom of the form are four buttons: "Save Draft", "Submit", "Cancel", and "Print".

- Select a **Status** from the Status drop down menu (4 to choose from)
- Select a **Reason** from the drop down menu (there are 6 different options to choose from)
- The **Start Date** is your first day on leave
- Enter an expected **Return Date**

Requests should include documentation and comments to show the nature of the leave