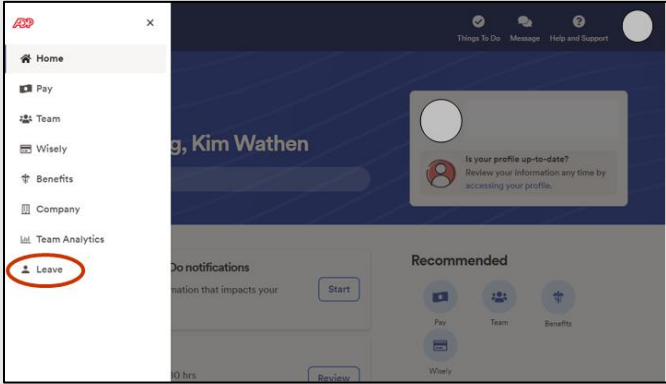
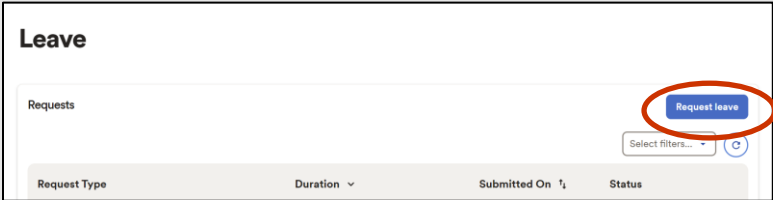
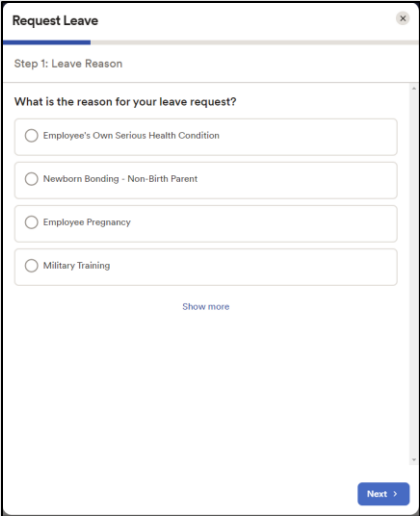


Requesting a leave of absence

When you request a leave of absence, you identify the reason for your request, how you plan to take time off – continuous or intermittent, and the start and end dates of your leave.

Complete the following steps to request a leave of absence through Vantage

Starting point > Vantage home page > Menu > Leave

Step	Action
1	<p>Select Leave from the Vantage Menu</p>  <p>The screenshot shows the Vantage home page with a sidebar menu on the left. The 'Leave' option is highlighted with a red circle. The main content area shows the user's name 'Kim Wathen' and a 'Recommended' section with icons for Pay, Team, and Benefits.</p>
2	<p>Select Request Leave</p>  <p>The screenshot shows the 'Leave' page with a 'Request leave' button highlighted in a red circle. Below the button is a 'Select filters...' dropdown and a table with columns for Request Type, Duration, Submitted On, and Status.</p>
3	<p>Select your Leave Reason in Step 1 in Vantage</p> <p>Note: The requested leave reasons show in the order of most frequently used. Scroll down and/or click Show more to see additional options.</p>  <p>The screenshot shows the 'Request Leave' form with the title 'Request Leave' and a close button. The first step is 'Step 1: Leave Reason'. The question is 'What is the reason for your leave request?'. There are four radio button options: 'Employee's Own Serious Health Condition', 'Newborn Bonding - Non-Birth Parent', 'Employee Pregnancy', and 'Military Training'. A 'Show more' link is below the options. A 'Next >' button is at the bottom right.</p> <p>Once selected, click Next.</p>

3a If you select **Employee's Own Serious Health Condition**:

- Indicate whether your injury/illness is work-related. **Note:** If your injury occurred at work, do not continue through the following steps. Contact Risk.Management@wwt.com to start the workers' compensation claim process.
- If this is for a new leave request, select **new leave request** for the second question.
- If you previously had a leave for the same medical condition, indicate whether the leave is for the same condition (relapse) or a different condition.

What is the reason for your leave request?

Employee's Own Serious Health Condition

Describe the cause of your injury/illness

Work-related injury/illness

Non work-related injury/illness

Do you need to add time to an existing leave or is this a new leave request?

Add time to existing leave

New leave request

Does this pertain to the same condition?

Yes, it's due to the same condition

No, it's due to a different condition

4 Select the length of the leave: **All at once** (continuous) or **Break it up** (intermittent).

Request Leave

Step 2: Select Length of Leave

Do you plan on taking this leave all at once or will you break it up?

All at Once
You are taking a continuous time segment of leave, such as 4 weeks off for a new baby.

Break it Up
You will have a series of absences separated by days back to work.

5a **Scenario 1:** You need to take a **continuous** leave.

Step 2: Select Length of Leave

Do you plan on taking this leave all at once or will you break it up?

All at Once
You are taking a continuous time segment of leave, such as 4 weeks off for a new baby.

Start Date*

End Date*

Break it Up
You will have a series of absences separated by days back to work.

Enter the **Start Date** and **End Date** of the leave.

Note: if you're unsure of the end date, use your best estimate; the date can be adjusted later if needed.

Select **Next**.

5b

Scenario 2: You need to take an intermittent leave.

The screenshot shows a form titled "Step 2: Select Length of Leave". It includes a "Break it Up" section with instructions: "You will have a series of absences separated by days back to work." Below this are two date pickers: "Leave Start Date*" set to "Apr 8, 2024" and "Estimated Leave End Date*" set to "Jun 28, 2024". A question asks "Do you know the days you will be out?" with two radio button options: "Yes, I know some of the dates." (selected) and "No, I don't know the dates yet." Below this is an "Intermittent Time" section with a "Type*" dropdown set to "Appointment" (selected over "Illness"). It also has a "Start Date*" date picker set to "Select a date" and a "Total Hours*" input field set to "8". Navigation buttons for "< Previous" and "Next >" are at the bottom.

Enter the **Leave Start Date** and **Estimated Leave End Date**.

Do you know some of the dates you will be out? Select:

- **Yes**, I know some of the dates; complete the Intermittent Time details.
- **No**, I don't know the dates yet; you can enter them later.

Select **Next**.

6

Since many of our employees do not work a typical 8-hour shift, you may see the following screen:

The screenshot shows a form titled "Step 3: Your Work Schedule". It starts with a "Why do we need this?" section explaining that the schedule is used to calculate leave time. Below is a dropdown for "How many weeks are in your typical schedule?" set to "1 Week". A date picker for "When does your schedule start?" is set to "Apr 1, 2024". The main section is "Enter your typical hours below." for "Week 1" (Apr 1, 2024 - Apr 7, 2024). It shows "0:00 Hours" and input fields for "Mon, Apr 1, 2024", "Tue, Apr 2, 2024", and "Wed, Apr 3, 2024", each with "hh:mm" placeholder text. Navigation buttons for "< Previous" and "Next >" are at the bottom.

For **How many weeks are in your typical schedule?** Enter **1 week**.

For **When does your schedule start?** Enter the beginning of your work week (typically a **Monday**). Ensure you select a Monday prior to the start of your leave.

For **Enter your typical hours below** fill in your weekly hours. Examples below:

- If you work 8 hours, Monday - Friday, enter 8 hours for each day (leave weekend hours blank)
- If you work 10 hours, Tuesday – Friday, enter 10 hours for each day (leave Saturday - Monday blank)
- If you work 12 hours, Saturday – Monday, enter 12 hours for each working day (leave Tuesday – Friday blank)

Select **Next**.

7 **Verify** your contact information that will be used while you're out on leave; enter any changes.

Step 4: Verify Contact Information

Tell us where you want to be contacted while you're out on leave.

This contact information will only be used for purposes of communications related to your leave and during your leave, it will not change any of your existing contact information.

Email*
Test.email@wvt.com

Address Line 1*
1 World Wide Way

Address Line 2

City*
St. Louis

State*
MISSOURI

Zip Code*
63146

< Previous Next >

Note: You can edit the contact information for every leave request, however, the information will only be used for purposes of communications related to your leave and during your leave. If you need to make permanent updates to your contact information, follow the steps provided in the [How To: Change Address in MyADP](#) Knowledge Article on the WWT HR Portal.

Select **Next**.

8 Review the information. If you need to make changes, select the **Previous** button to navigate backwards through your request and make changes.

Step 5: Review & Submit

Leave Reason
Employee's Own Serious Health Condition

Is this request work related?
No

Is this relapse leave?
No

Duration Type
Break it Up

Estimated Leave Duration
Apr 11, 2024 - Jun 7, 2024

Contact Information

Email: Test.email@wvt.com
Address: 1 World Wide Way
St. Louis, MO 63146

< Previous Submit >

Select **Submit**.

9 A confirmation message and next steps are displayed. If paperwork or additional information is required, it will show up on this screen for you to download.

Step 6: Confirmation

Your leave of absence request is pending approval.

What's next?
To complete your leave request, you must submit all of the following documents.

Certification of Healthcare Provider for Employee Serious Health Condition [Download](#)

10 You will receive additional communication from WWT's HR team and/or TAM with any updates or changes to your leave request. You can check your leave status at any time through Vantage (Vantage Menu > Leave). Your leave status will either show as **yellow** (pending or partially approved), **green** (approved), or **red** (canceled or denied). For questions, contact TAM directly at **855-287-3420**. If you have questions TAM couldn't answer or would like to talk to the HR team directly, please call **314-207-2408**.