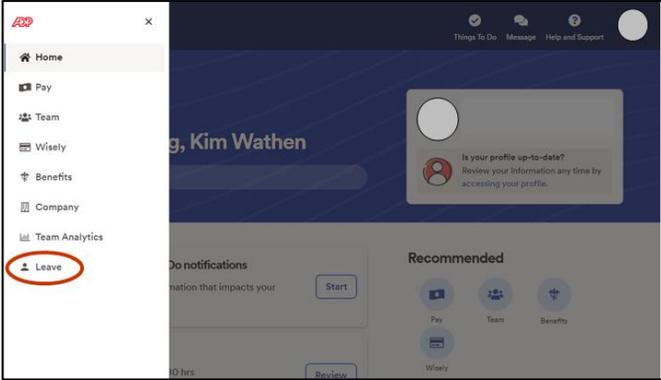
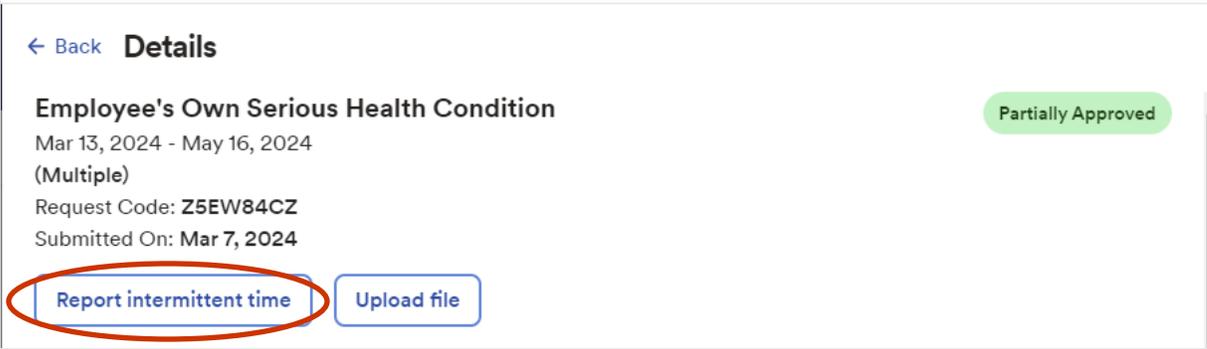


Reporting Intermittent Time for an Existing Leave

If you requested an intermittent leave, you need to report each absence taken during the leave period as intermittent time off. This must be submitted in TAM no later than 48 hours after your missed shift.

Complete the following steps to report intermittent time off on an existing leave in Vantage.

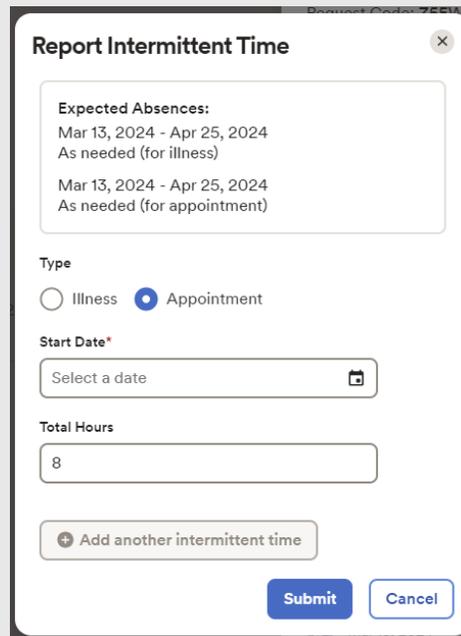
Starting point: Vantage home page > Menu > Leave

Step	Action										
1	<p>Select Leave from the Vantage Menu</p>  <p>The screenshot shows the Vantage home page with a sidebar menu. The 'Leave' option is circled in red. The main content area shows the user's profile for Kim Wathen and a 'Recommended' section with icons for Pay, Team, and Benefits.</p>										
2	<p>Select click the arrow on the right hand side under your active leave requests.</p>  <p>The screenshot shows the 'Leave' page with a table of requests. The table has columns for Request Type, Dates, Duration, Submitted On, and Status. A red circle highlights an arrow icon next to the 'Partially Approved' status of the first request.</p> <table border="1"><thead><tr><th>Request Type</th><th>Dates</th><th>Duration</th><th>Submitted On</th><th>Status</th></tr></thead><tbody><tr><td>Employee's Own Serious Health Condition</td><td>Mar 13, 2024 - May 16, 2024</td><td>Multiple</td><td>Mar 7, 2024</td><td>Partially Approved</td></tr></tbody></table>	Request Type	Dates	Duration	Submitted On	Status	Employee's Own Serious Health Condition	Mar 13, 2024 - May 16, 2024	Multiple	Mar 7, 2024	Partially Approved
Request Type	Dates	Duration	Submitted On	Status							
Employee's Own Serious Health Condition	Mar 13, 2024 - May 16, 2024	Multiple	Mar 7, 2024	Partially Approved							
3	<p>Click Report intermittent time</p>  <p>The screenshot shows the 'Details' page for a leave request. The 'Report intermittent time' button is circled in red. The page displays the request details: Employee's Own Serious Health Condition, Mar 13, 2024 - May 16, 2024, (Multiple), Request Code: Z5EW84CZ, Submitted On: Mar 7, 2024, and a 'Partially Approved' status.</p>										

4

The next screen will show you the frequency & duration of your intermittent leave and allow you to submit the leave time against your leave request.

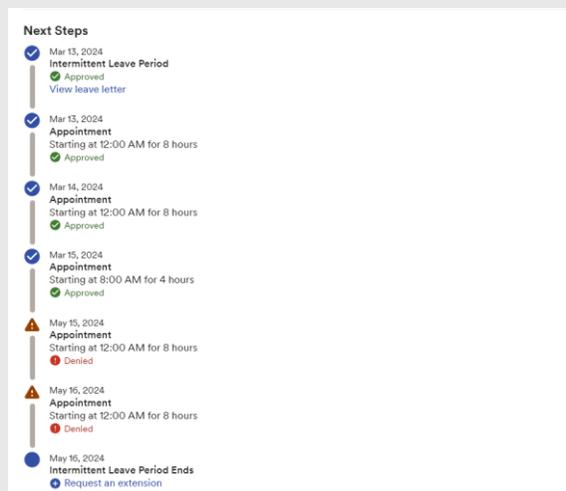
Enter the absence **type** (either appointment or illness), **start date**, and **total hours (missed)**. Once entered, click **submit**.



Note: if you have multiple dates to enter, click the **add another intermittent time** button until you've entered in all applicable time.

4

Once submitted, you'll be taken back to the details page of your intermittent leave. You can see the status of all leave dates submitted against your leave along with the status (approved, partially approved, pending, or denied) under the **Next Steps** header on this page.



For questions related to your leave request, 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**.