Extended Absences

- Georgia Tech leave benefited employees can request extended absences as needed.
- Extended absence requests are reviewed by HR.
- Extended absences types:
  - Military
  - Medical
    - FMLA or non-FMLA
  - Edu / Professional / Development Leave
  - Personal
  - Worker's Compensation
  - Bone Marrow / Organ Donation

Request Extended Absence

1. Select the **Request Extended Absence** link in the Time and Absence menu.
2. Enter the **Start Date** of you extended absence.
3. Enter your **Expected Return Date** for your extended absence.
4. Select the **Absence Name.**
5. Enter any comments as needed.
6. Press **Submit.**
7. Press **Yes** on the confirmation page.
8. Press **OK.** Your request has been sent to HR for processing. You may be contacted for additional documentation.

Request Extended Absence

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date 06/02/2020
*Expected Return Date 09/09/2020
Actual Return Date
Absence Type FMLA
*Absence Name EA - FMLA Continuous/Intermitt

Absence Requests

Absence Request   Personalize | Find | View All | 🖾 | 🖩   First ◄ 1 of 1 ► Last

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments TEST

Go To   View Extended Absence Request History   View Absence Balances
Submit   Save for Later

* Required Field

View Submitted Extended Absence Requests

1. Select the **Extended Absence Request History** link in the Time and Absence menu.
2. Your most recent extended absence requests will display.
3. If you don't see the absence request you're looking for, enter a different date range in the **From** and **Through** calendar buttons and press **Refresh**.
4. Click the **Absence Name** to view detailed information about your absence request.