eLeave User Guide
Submit a Leave Request

Biweekly Staff: Submit leave requests prior to submitting timesheets!

1. **Login to eLeave** (eLeave.osu.edu).
   - The home screen will display "Leave Request Home."

2. **Enter the "Dates of Leave"** using the pop-up calendar.
   - Select just one day or a date range for the length of absence.
   - Complete the leave request according to the university's leave policies as well as unit attendance policies (B&F Attendance Guidelines) and/or applicable bargaining unit agreement.

Dates of Leave

* Start Date   * End Date

3. **Select the "Leave Designation" under "Type of Leave".**
   - Designation will default to "Neither".
   - "Family and Medical Leave (FML)" and "Work Related Injury/Illness" require additional supporting documentation.
   - Consult an HR professional for instructions on qualifying for and documenting FML or Work Related Injury/Illness.

Type of Leave

Leave Designation   ○ Family and Medical Leave * ❓   ○ Work Related Injury/Illness * ❓   ◉ Neither

4. **Enter the "Daily Hours" and select the "Leave Type".**
   - Daily leave hours should not exceed the employees regularly scheduled hours, based on (FTE) Full-Time Equivalency.
   - Some leave types require additional reason drop down selection.
   - The "Time Reporting Code (TRC)" will populate automatically, based on the leave type selected.

Daily Hours	Leave Type	TRC Code
8	Sick ▼ Medical Appointment (Self) ▼	SLT

Create Leave Request

5. Click "Create Leave Request" to view a summary of the leave request before clicking "**Submit For Approval**".

- Changes can be made from the summary screen if necessary.

Daily Hours	Leave Type	TRC Code
8	Sick ▼ Medical Appointment (Self) ▼	SLT

Create Leave Request

6. Enter "Comments" to communicate important information to the leave request approver.

- Once a comment is submitted, it cannot be deleted or changed. Comments can be viewed and become part of the employee's personnel records. They may be subject to disclosure to the employee and others under the Ohio public records statute and the rules of discovery.

Comments

Reason for absence, person responsible in my absence, etc.

7. View "Leave Balances" and future leave hours to be taken.

- Approved leave requests are contingent upon adequate leave balances.

Leave Balances (does not include current request)

Plan Type	Pay Stub Balance as of 02/26/2011	Future Leave Hours Requested
Vacation	34.0	
Sick	34.0	
Military	176.0	

8. "Submit for Approval" when the request is complete.

- Leave requests can be submitted one (1) year in advance.
- (Biweekly Employee Only) Once approved, your leave requests will automatically flow to the timesheet.
- (Biweekly Employees Only) Leave requests should be submitted prior to the timesheet being submitted.

Actions

☐ I understand that approval of this request is contingent upon the availability of adequate leave balances. Falsification of this Application of Leave or of the supporting documentation is grounds for disciplinary action, up to and including dismissal

Save For Later   Submit For Approval   Return To Home

B&F HR Service Center * 105 Stores & Receiving Building * 2650 Kenny Road