







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 Absence
	Absence Balances
	Absence Request History
	Extended Absence Request
	Extended Absence History

Time and Absence



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

*Expected Return Date

Actual Return Date

Absence Type

*Absence Name

Absence Requests

Absence Request Personalize | Find | View All | First 1 of 1 Last

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments

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.

Extended Absence Request History

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and use the Refresh push button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From 11/02/2019 Through 09/02/2020 Refresh

Absence Name	Status	Start Date	Expected Return Date	Source	Edit
EA - FMLA Continuous/Intermitt	Submitted	06/02/2020	09/09/2020	Employee Extended Absence	Edit

Extended Absence Request History

Extended Absence Request Details

View Request Status and Approval Details

Extended Absence Request Details

Request

Request Date 01/31/2020

Start Date 06/02/2020

Expected Return Date 09/09/2020

Actual Return Date

Absence Name EA - FMLA Continuous/Intermitt

Status Submitted

Absence Requests

Absence Request	Status	Start Date	End Date	Duration	Source

Request History

Status	Name	Date	Comments
Submitted		01/31/2020	TEST

Extended Abs Process for FMLA

Absence Management: Pending

Extended Abs Process for FMLA

Pending

Multiple Approvers

Extended Absence Administrator

Return to Extended Absence Request History

* Required Field