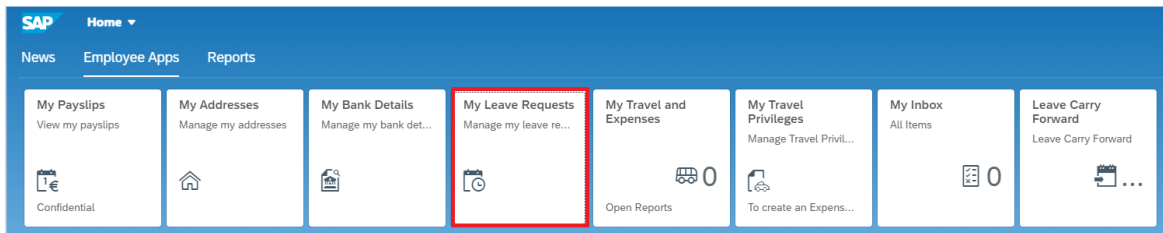





My Leave Requests – Requesting Domestic Violence

1. Click on the My Leave Requests Tile.

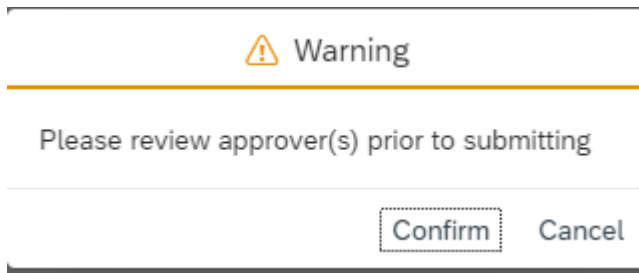


2. Click on  on the bottom right of next screen
3. Select “Special Leave with Pay”

The screenshot shows the 'Create Request' form in SAP. The form is titled 'Create Request' and has a blue header. The main content area is divided into sections: 'Leave Type Selection', 'General Data', and 'Additional Data'. In the 'Leave Type Selection' section, the 'Leave Type' is set to 'Special Leave with Pay' with a dropdown arrow. Below it, it says 'No Quota Relevance'. In the 'General Data' section, there are two radio buttons: 'One day or More' (selected) and 'Less than one day'. Below that, the 'Start/End Date' is set to '31.01.2024 - 31.01.2024' with a calendar icon. The 'Approvers' field is set to 'Caolinn Maher, Ceallach Cullen'. There is a 'Comment' field with a text area. In the 'Additional Data' section, the 'Domestic Violence Leave' checkbox is checked. At the bottom right, there are 'Save', 'Cancel', and 'Help' buttons.

4. Enter Select the required Dates/Times and Comments if required
5. Tick the Domestic Violence Leave box in Additional Data Section of the screen

- Click on Save at the bottom right of screen. A prompt to the employee presents to review the Approver(s) prior to submitting. This also applies where a substitute manager exists.



- The manager receives the request – showing Domestic Violence selected.

Note:- Once this leave request is approved it records as Special Leave with Pay.
Domestic Violence Leave is not identifiable on the Employee's Leave Record.

