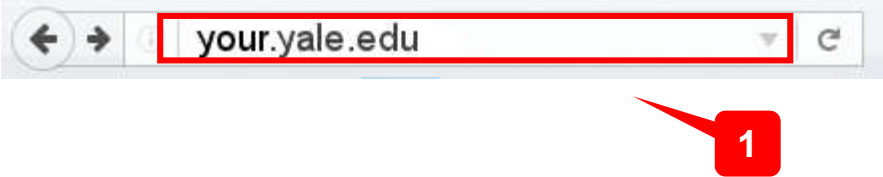
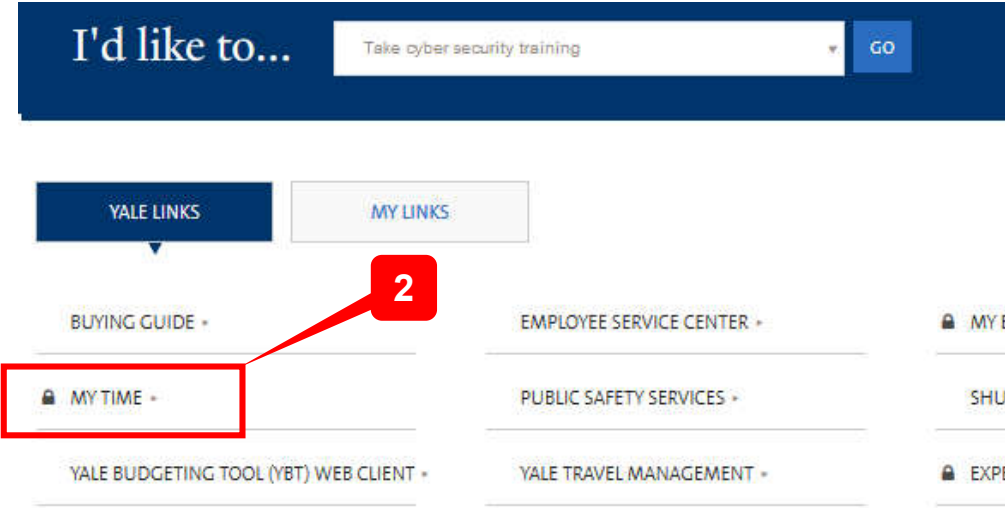
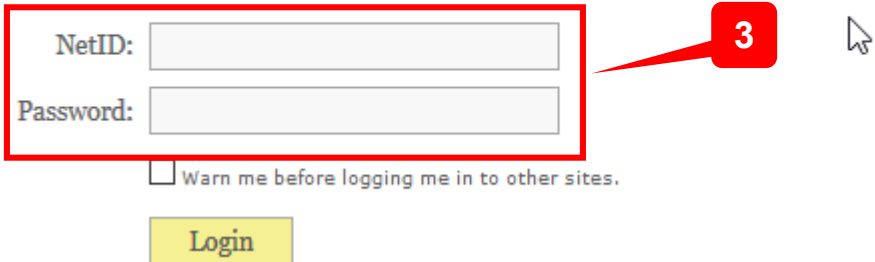



Submit an Intermittent Leave Time Request

<p>1 Open an internet browser and go to the following address:</p> <p>http://your.yale.edu</p>	<p>It's Your Yale</p> 
<p>2 On the homepage, click MY TIME.</p>	
<p>3 Log in with your NetID and Password.</p>	<p>Login required</p> <p>You may establish Yale authentication now in order to access protected services later.</p>  <p><input type="checkbox"/> Warn me before logging me in to other sites.</p> <p>Login</p>
<p>4 Click My Actions.</p>	

MY ACTIONS

Last Refreshed: 10:26 AM

[Refresh](#)

Categories

All

Actions

[→ Cancel Intermittent Leave Time Request](#)

[→ Cancel Time Off Request MP](#)

[→ Intermittent Leave Time Request](#)

[→ Time Off Request MP](#)

5. Click **Intermittent Leave Time Request**.

The screenshot shows a web browser window with the URL `https://kronos1a.its.yale.edu/?initForm=true&id=5490463 - ...`. The form contains the following fields and instructions:

- Employee ID:** 98765432
- Employee Name:** Hampton, Todd
- Manager:** Roster, Susan
- * Leave Case:** DILINJ 7/11/2011~8/11/2011 (dropdown menu)
- * Start Date:** (text input with calendar icon)
- * End Date:** (text input with calendar icon)
- Hours per Day:** (text input with "hh:mm" label)
- Comment:** None (dropdown menu)
- Details:** (large text area)
- Buttons:** Send & Close >, Reset, Cancel

Instructions:

- If you have more than one active approved leave of absence, make sure that the correct intermittent leave of absence is selected.
- Use the calendar icons to select the **Start Date** and **End Date** of this leave-related time off request.
- Enter the number of **Hours per Day** that you will be away from the office, in hours and minutes (i.e., 7:30). **Do not** enter it as hours and fractions of hours (i.e., 7.5).
- You have the option here of entering a message detailing the reason for the time off request.
- Click **Send & Close** to submit your request.

Reset: removes all data you entered on the form
Cancel: closes the request window

You will receive an email that details your request.