# Submit an Intermittent Leave Time Request

1. **Open an internet browser and go to the following address:**  
   http://your.yale.edu

2. **On the homepage, click **MY TIME**.**

3. **Log in with your NetID and Password.**

4. **Click **My Actions**.**
5. Click **Intermittent Leave Time Request**.
You will receive an email that details your request.

6. If you have more than one active approved leave of absence, make sure that the correct intermittent leave of absence is selected.

7. Use the calendar icons to select the **Start Date** and **End Date** of this leave-related time off request.

8. 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).

9. You have the option here of entering a message detailing the reason for the time off request.

10. Click **Send & Close** to submit your request.

Reset: removes all data you entered on the form

Cancel: closes the request window