

# How to Upload a Document

To upload a document, you must have the unique 'case number' specific to this leave; your Case Number can be found at the bottom of the email you received when you submitted your request for Leave.

Instructions to upload documents:

1. Select "Review an Existing Leave" from the drop-down menu.

2. Enter your Case Number\* and Employee ID (numeric only)

*\* NOTE: Each request through the Leaves Portal has a uniquely assigned Case Number. The Case Number was included in the initial notification email that was sent to you when your request was submitted.*

## Employee Leave of Absence Portal

The screenshot shows the 'Employee Leave of Absence Portal' for Penridge School District. The organization name is 'Penridge School District'. There is a dropdown menu for 'Choose an action' with 'Existing Leave' selected. Below this are input fields for 'Case Number' and 'Employee ID'. At the bottom are three buttons: 'UPLOAD DOCUMENT', 'SEND MESSAGE', and 'UPDATE LEAVE'. On the right side, there is a 'Resources' section with a table of links: 'How to request a leave of absence' and 'How to upload a document in employee portal'. A small note at the bottom right states: 'Use of the Leaves Portal is for the purpose of requesting a formal leave of absence related to medical leave for you or a family member, childrearing, sabbatical, or military leave. All other requests for days off are to be requested through TCP.'

3. Click 'Upload Document'

4. Select a **Document Type** from the drop-down menu. Documents are uploaded one at a time.

*\*NOTE: Not all document types will apply to each leave category. For example, an employee requesting a Military leave will not need to submit a Doctor's Certification*

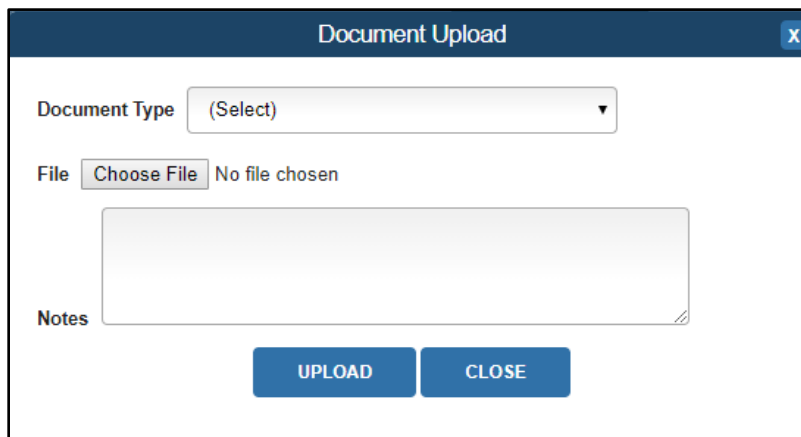
Some examples of documents that can be uploaded include,

- a) **Doctor's Certification**
- b) **Return to Work Note**
- c) **Disability Paperwork**
- d) **PTO Usage Form**
- e) **Health Insurance Coverage Form**

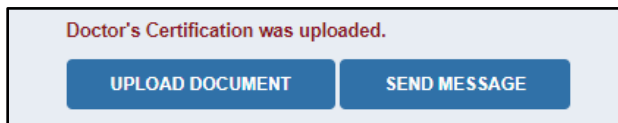
\*Choose the electronic file to upload from where you saved the file on your computer.

\*Enter any additional information for the Leave Administrator(s). This step is optional.

7. Click 'Upload'



Once 'Upload' is clicked, you will see a message appear confirming that the document was successfully uploaded. For example:



8. Repeat steps 3 - 7 for each document to upload

A member of the Leaves Team will review the document(s) and you will receive a confirmation email to inform you of acceptance. If additional information is required, you will be notified by email.

**Uploading documentation is not an automatic approval of the leave request.**

If you have any questions, please contact Nicole Foster at [HR@penridge.org](mailto:HR@penridge.org)