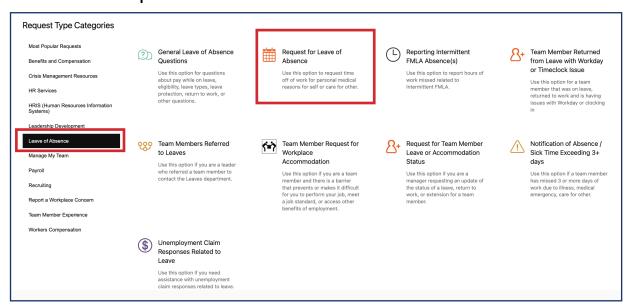
HOW TO SUBMIT A LEAVE OF ABSENCE REQUEST

Note: A leave of absence (LOA) might be necessary if a team member needs extended time off from work due to a prolonged and/or serious illness, serious injury, or other qualifying hardship. For more information, contact the Human Resources Leave of Absence Team via email at leaves.goodwillaz.org or via phone at 1-833-624-0920, Option 6.

1. Navigate to the <u>Human Resources Support Portal</u> via Jira > Click on Leave of Absence from the sidebar > Click the Request for Leave of Absence tile



2. Complete the leave of absence request form > Click Create to submit

