



# Reporting Intermittent Absence

## Reporting an Intermittent Absence EMPLOYEE/MANAGER

Use these steps to report an intermittent absence associated with a leave.

### 1 Access Your Claims

Log in to HR Central using your Luxottica employee ID and password.

In the self-service menu, select **My Leave**.

To report an intermittent absence, navigate to the landing page, under **Your Claims** and select **More**.

### Reminder(s):

- Employee, make sure you inform your manager.

### 2 Reporting an Intermittent Absence

When reporting an intermittent absence, first select the intermittent case you associated with the absence.

Once you have selected the case, you will be routed to **Case Overview** page to report an intermittent absence.

Once inside the case, select the **Report Intermittent Absence** link.

Complete the data elements and add absence.

You can add more than one absence at a time.

Begin Date Date of Injury	Claim Number	Type	Sub Type	Check Issue Date	Amount	From Date	To Date
2/11/2014		Employee Medical	Employee Medical				
1/19/2008		Workers' Compensation					
1/25/2008		Family Leave	Family Medical				
1/26/2008		SD					
1/26/2008		Employee Medical	Employee Medical				

Begin Date Date of Injury	Claim Number	Type	Sub Type	Check Issue Date	Amount	From Date	To Date	Contact
2/29/2015	[REDACTED] T/C	Employee Medical	Employee Medical					✓
2/16/2015	[REDACTED] T/C	Employee Medical	Employee Medical					✓

**Case Overview**

Name: [REDACTED] Leave Specialist: [REDACTED]

Case Number: [REDACTED] T/C

Case Type: Intermittent

Leave Type: Employee Medical

Leave Status: Open

Caused By: Other

**Report an Intermittent Absence**

Date of Absence: [REDACTED]

Duration of Absence: [REDACTED] Hours: [REDACTED] Minutes: [REDACTED]

Absence Reason: [REDACTED]