

Requesting a Leave

Requesting a Leave of Absence - EMPLOYEE

Request a leave of absence through HR Central. Prior to your request, make sure you have the start date of your leave and other pertinent information concerning the leave request.

Reminder(s):

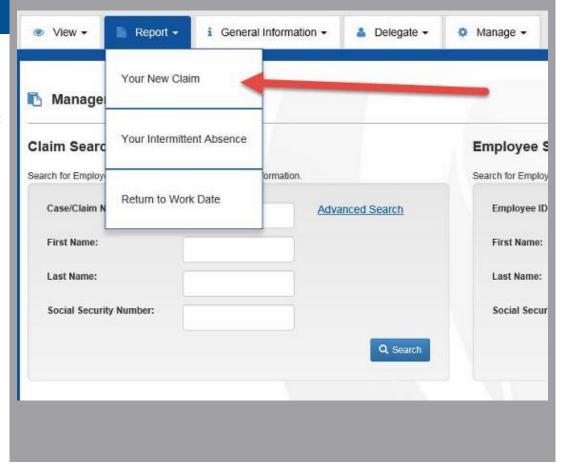
- If you are unable to do so, your manager can still request a leave of absence on your behalf.
- Answer each question and choose the next option until you receive notice that your claim has been submitted. If at any time you need to correct any information, click the "previous" tab until you get to the information that needs corrected, and then choose "next" until your claim is submitted.

1 Log In

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

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

To report a leave of absence, select the **Report** tab and click **Your New Claim**.





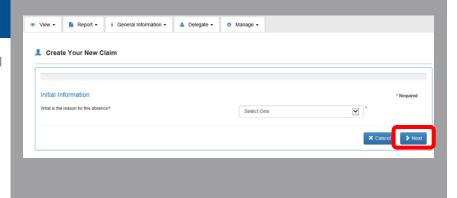


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2 Select Reason for Leave

Once you select the new claim option, you will be asked the reason for your absence. Use the drop down menu to enter your selection.

Click Next to continue.



3 Dates of Leave

Enter your last day worked and your anticipated return to work date.

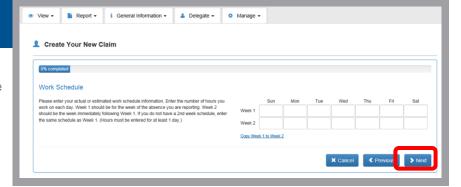
Click Next to continue.



Review Changes and Save

Next, you will be requested to provide your actual or estimated work schedule. Follow the directions to determine how to calculate your work schedule.

Click Next to continue.







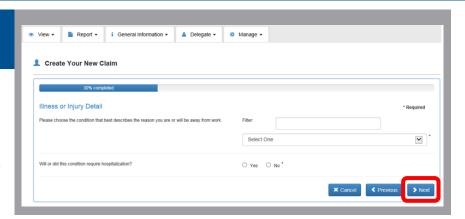
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5 Leave Detail

Provide information regarding the reason for your leave request.

Click **Next** to continue.

Answer all of the questions pertaining to your Leave, selecting **Next** after each response.



6 Confirmation

After you have entered all the required information regarding your leave, you will be taken to the **Confirmation** page. This page allows you to review the information you selected.

If you need to change/edit any information, select **Edit**.

At the bottom of the Confirmation page, select **Submit** to process your change request.

A confirmation page will display with your closing message.

