Reporting Intermittent Absence

Reporting an Intermittent Absence
EMPLOYEE/MANAGER

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

Reminder(s):

- Employee, make sure you inform your manager.

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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**.

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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.

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