



# Viewing Leave Claims, Calendar and Balance

## Viewing Leave Claims, Calendar and Balance Summary EMPLOYEE

Use this job aid to view leave claims, the leave calendar and leave balance summary associated with leaves of absence.

### Reminder(s):

- When reporting intermittent absences, please be sure to notify your manager.

### 1 Viewing the Landing Page

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

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

The landing page includes these dashboards:

#### Table of Your Claims

This table will list your rcurrent leave request. Selecting More will take you to all your claim history.

#### Your Leave Calendar

You can highlight day where an absence exists and it will show you the appropriate case. Select **More** to see a four month view.

#### Your Leave Balance Summary

You can expand each policy to see time used, pending and available. Select **More** to go to all policies used.

**Your Dashboard**

Employees can access claim status and other information. Employees also have the ability to securely communicate with their Leave Specialist/Examiner, update personal information, update return-to-work dates, and view helpful links.

**Your Claims**

Begin Date/ Date of Injury	Claim Number	Type	Sub Type	Check Issue Date	Amount	From Date	To Date
2/20/2015	[REDACTED] <a href="#">ETC</a>	Employee Medical	Employee Medical				
2/18/2015	[REDACTED] <a href="#">ETC</a>	Employee Medical	Employee Medical				
2/1/2015	[REDACTED] <a href="#">ETC</a>	Military	Inactive Duty				
1/1/2015	[REDACTED] <a href="#">ETC</a>	Employee Medical	Employee Medical				
1/1/2015	[REDACTED] <a href="#">ETC</a>	Employee Medical	Employee Medical				

[More](#)

**Your Leave Calendar**

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Approved: ■ Denied: ■ Pending: ■ Multiple Absences: ■

[More](#)

**Your Leave Balance Summary (in weeks)**

Type	Total (in weeks)
California Family Rights Act	12.00
Used: 0.25 Pending: 1.24 Available: 11.75	
Federal Family and Medical Leave Act	12.00
Military Leave - Active Duty (USERRA)	200.00

[More](#)



# Viewing Leave Claims, Calendar and Balance

## 2 View Your Claims

You can drill down into the details of each claim/case by selecting the claim/case # hyperlink.

You can also contact the specialist by selecting the envelope icon (in the **Contact** column).

Only 10 claims will show per screen. If you have more than 10 claims, you will have to go to next page (1, 2, 3, ...).

View Report General Information

### Your Claims

All your open claims and any claims that closed within the last 24 months are displayed.

Begin Date	Claim Number	Type	Sub Type	Status	Sub Status	Contact
4/14/2015	[REDACTED] <a href="#">ITC</a>	Employee Medical	Employee Medical	Pending	Pending Specialist Review	
2/25/2015	[REDACTED] <a href="#">ITC</a>	Employee Medical	Employee Medical	Pending	Pending Specialist Review	
2/17/2015	[REDACTED] <a href="#">ITC</a>	Employee Medical	Employee Medical	Denied	Late Request	
2/9/2015	[REDACTED] <a href="#">ITC</a>	Employee Medical	Employee Medical	Pending	Pending Specialist Review	
2/6/2015	[REDACTED] <a href="#">ITC</a>	Employee Medical	Non-Serious Health Condition	Pending	Pending Specialist Review	

## 3 View Your Leave Calendar

Looking at the four-month view, you may highlight any particular day to show the absence details and the associated case.

View Report General Information

### Your Leave Calendar

This calendar includes absence information, reported to date by or on behalf of the employee, for consideration and protection under the Family and Medical Leave Act, State Leave Laws, Military Leave, or other Company Leave Policies. Case related absences for employees will not be limited to the case listed above.

Month: January Year: 2015

February 10, 2015

Case Number: [REDACTED] [ITC](#) Absence Confirmation Number:

Date of Absence: 2/10/2015 Status: Denied

Absence Type: Inactive Duty Hours Absence: 8 hrs 0 minutes [Home](#)

Export

## 4 View Leave Balance Summary Detail

This will display all applicable policies related to your claim.

You may expand the detail to see the more concerning each policy. It will then display:

- How much time has been used
- The amount pending
- The amount available

View Report General Information

### Leave Balance Summary

Type	Total (in weeks)
California Family Rights Act	12.00
Used: 0.25	
Pending: 1.24	
Available: 11.75	
Federal Family and Medical Leave Act	12.00
Used: 0.25	
Pending: 1.24	
Available: 11.75	
Military Leave - Active Duty (USERRA)	260.86
[REDACTED] Medical Leave of Absence	26.00
[REDACTED] Personal Leave	4.50