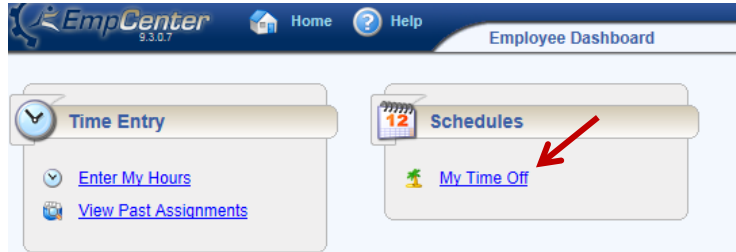
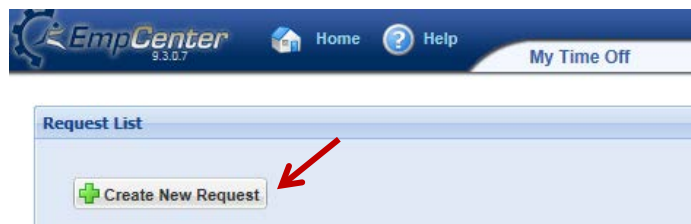


## Step 1: Establish a Protected Leave Case in EmpCenter

- Go to OSU MyTime website: <http://mytime.oregonstate.edu/>
- Login
- Establish a Protected Leave Case:
  - **Select My Time Off**



- **Select Create New Request**



- **Establish a Protected Leave Case**
  - ✓ Answer questions
  - ✓ Submit Request

