Log in to https://eleave.osu.edu using your OSU username and password
Select the “Start Date” and “End Date” for your leave request
Designate the leave as “Family Medical Leave”, “Work Related Injury/Illness” or “Neither” (defaults to neither)
Enter the “Daily Hours” and select the “Leave Type” from the drop down menu
Click on “Create Leave Request”
Review and edit the “Leave Details” section and enter comments if necessary
Click the box next to the statement after reviewing it and click “Submit for Approval”
Monitor your OSU email account for approval notifications or requests to re-submit

It is best to use separate requests for separate events because if the leave request is denied all leave on it is denied.
Leave balances are as of the last pay period and do not factor in current and future pay period requests.
Supervisors will receive an email to approve your leave when you submit it. Once the leave is approved an email will be sent to your OSU account confirming the approval. You may need to check your junk folder for these emails.

Contact the SBS HR (SBS.HR@osumc.edu) if you have any questions, receive the error message “Access Denied” or cannot sign in to eLeave