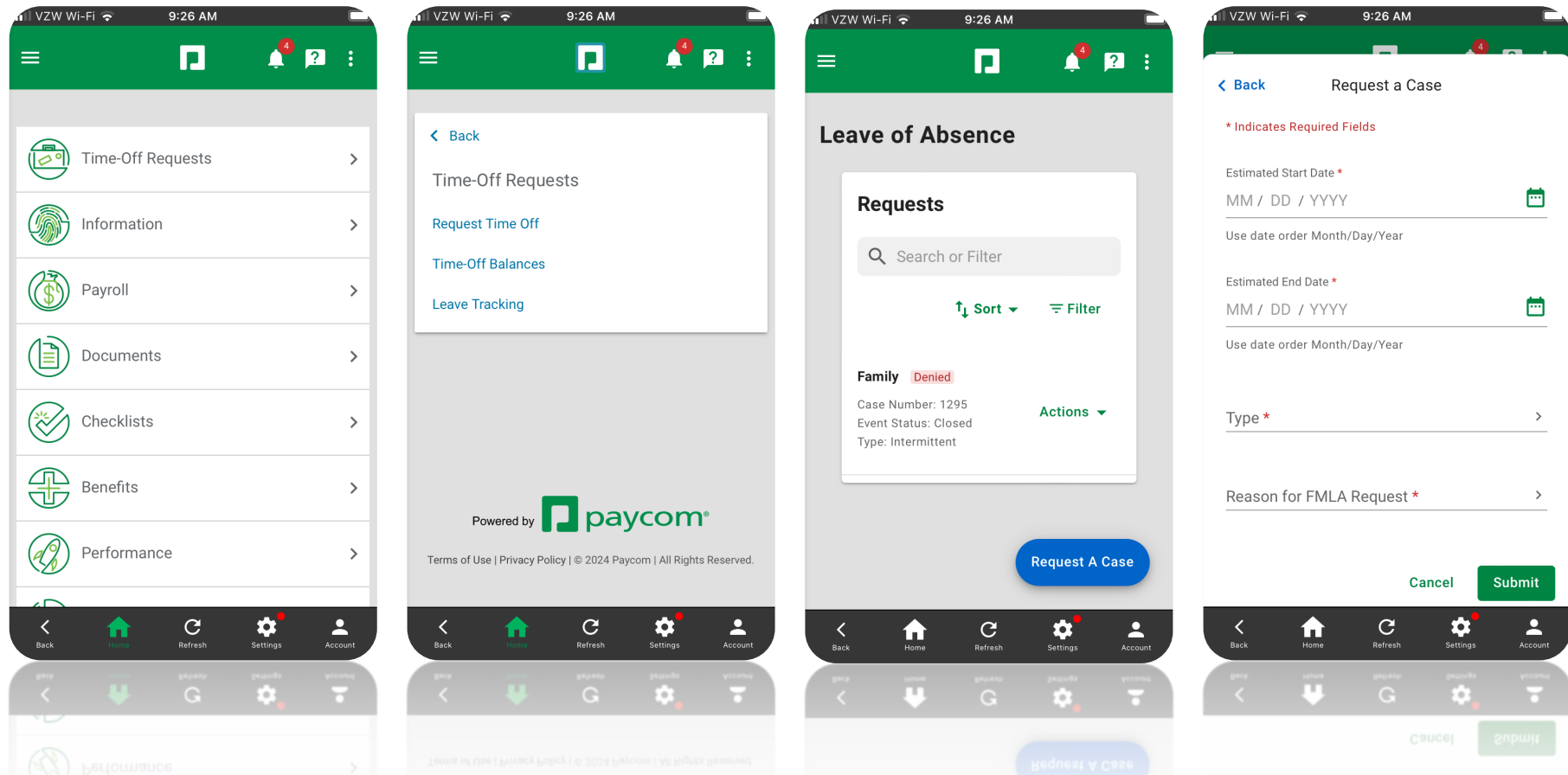


STARTING A NEW LEAVE REQUEST

Paycom > Time Off Requests > Leave Tracking > Request A Case

Just complete & submit the form (we know dates may change – that's OK).



When to ask for leave: When you need 3+ days (even on/off) for the same Non-Vacation reason.

What happens next? HR reviews the request & will call with questions. Keep an eye on Paycom for next steps. **You can contact us with questions at any time:** leave@arboracres.org