

# LeavePro

## Save Time. Go Online.

### Welcome to LeavePro

#### It's Fast, Easy & Online

You can view and manage your leave from a computer, tablet or mobile device with LeavePro. Save time by going online to quickly address your basic leave needs.

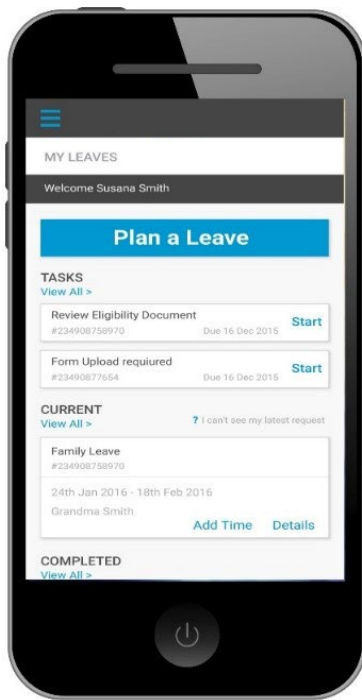
Available 24/7, simply log in via the internet: [vdp.myleaveproservice.com](http://vdp.myleaveproservice.com)

#### More Features to Better Manage Your Leave

With LeavePro, you can more efficiently manage your leave online at your convenience. Intuitive, streamlined navigation helps you quickly find leave information or complete leave tasks. It's all at your fingertips – no need to call to complete these actions. You can:

- Easily submit a new leave, manage a current leave, and view details of all leaves
- Quickly view and complete your required tasks to keep leave request moving forward
- Receive alerts and notifications, via text and/or email, to keep informed of leave status
- Securely upload documents via computer or mobile device; please have all documentation ready to upload at one time
- View leave status and remaining time available
- Add time-off request to an intermittent leave; reporting must be completed as outlined in your employer's internal leave policy
- View and confirm expected date for returning to work

*Mobile Home Page*



*Desktop Home Page*

