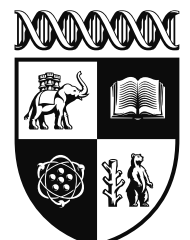
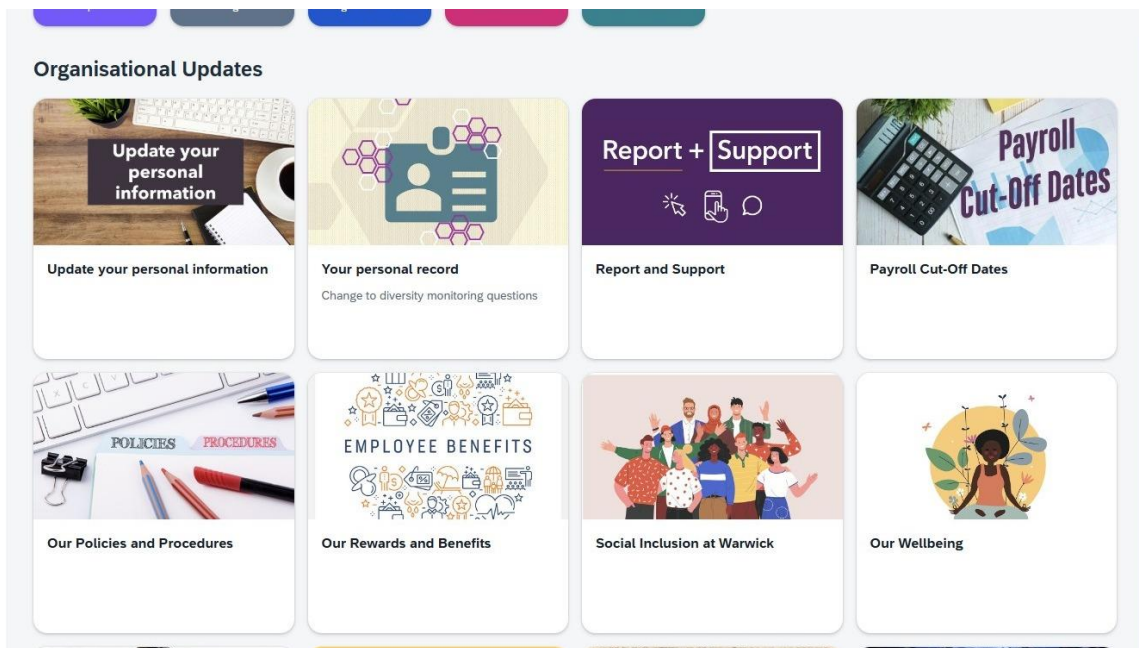


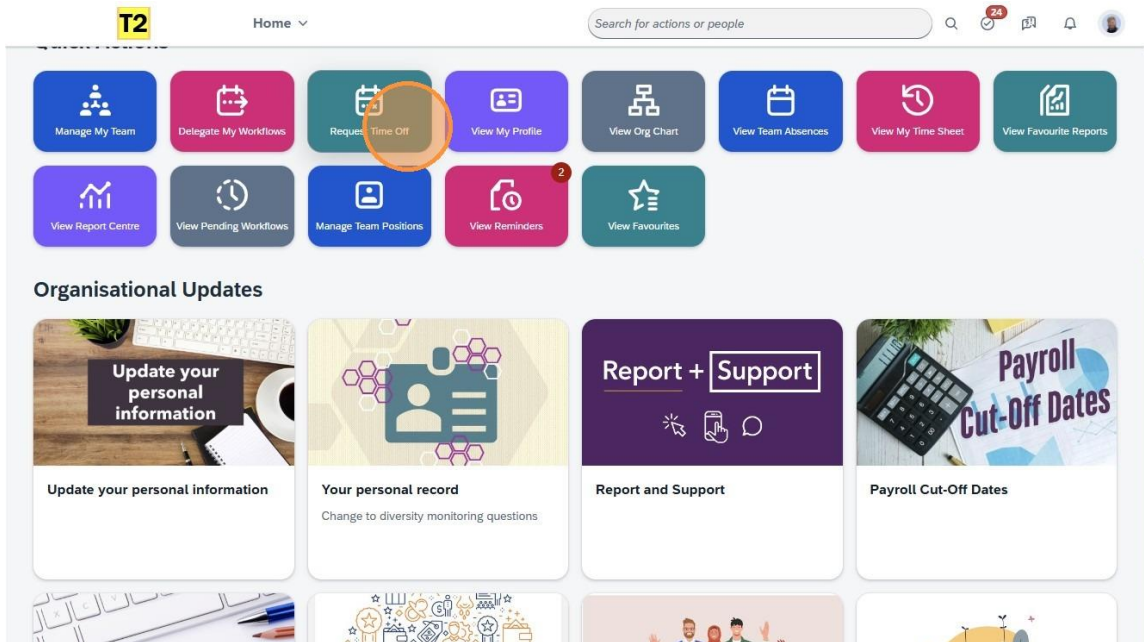
How To Submit Paternity Leave Requests in SuccessFactors

This guide will show you how to submit your paternity leave request in SuccessFactors.

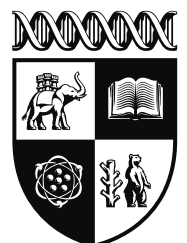
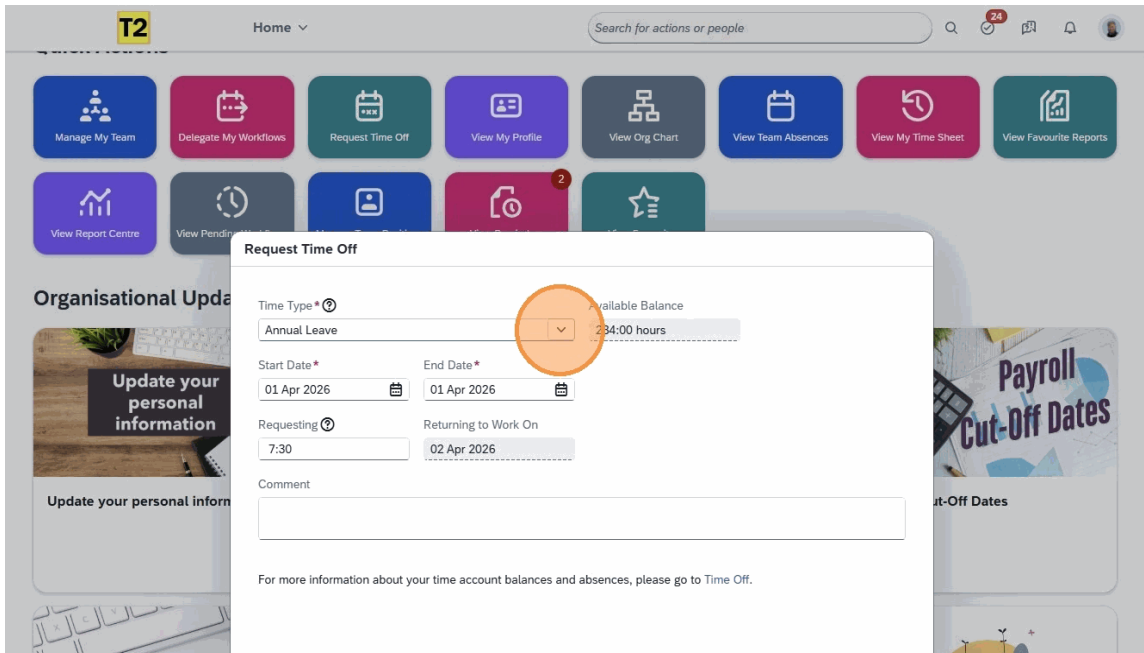
1. Navigate to SuccessFactors



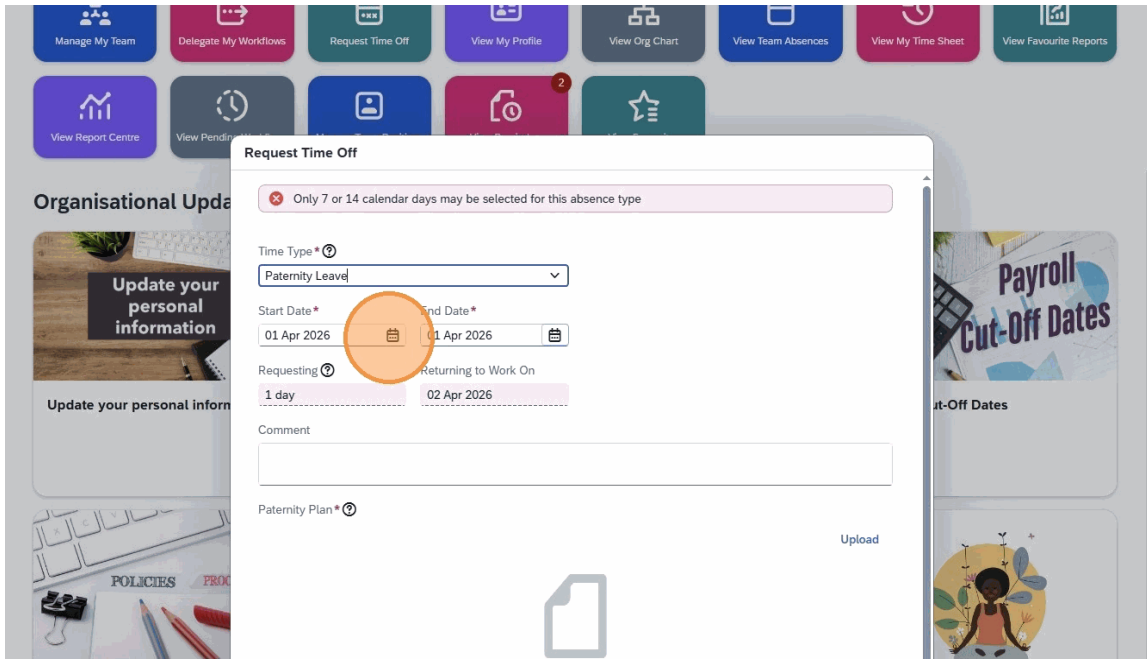
2. Click "Request Time Off"



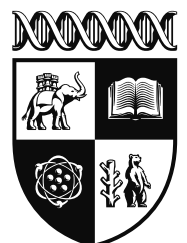
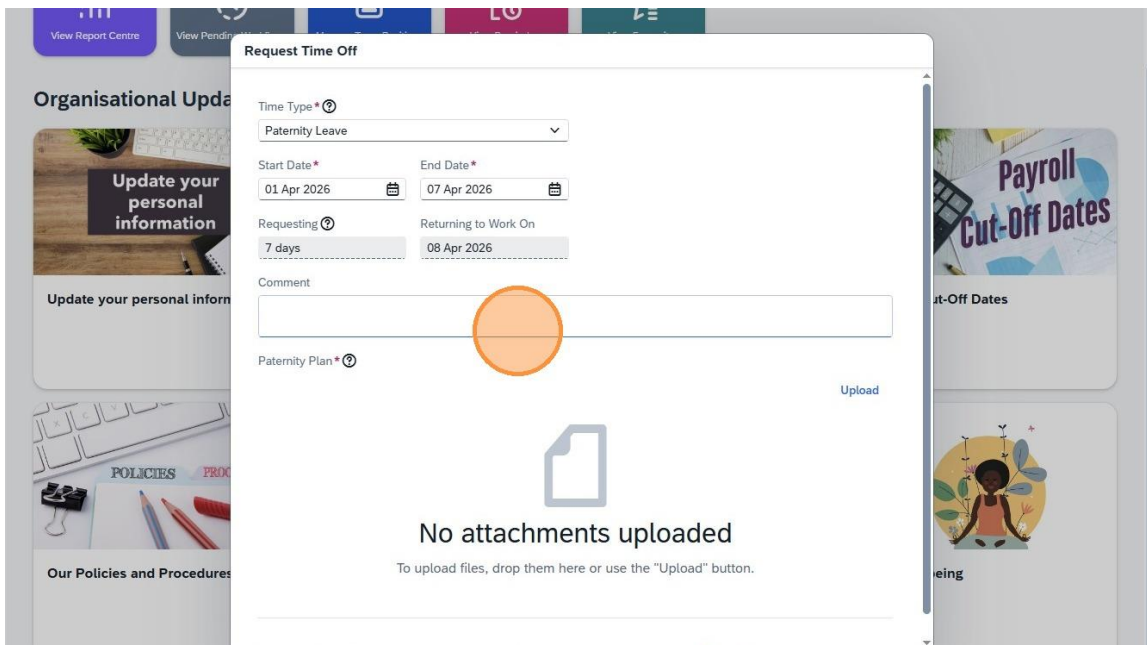
3. Click "Select Options" and Select "Paternity Leave"



4. Use the calendar icon to select the "Start" and "End Dates" of the Paternity Leave. Please note that Only 7 or 14 calendar days may be selected for Paternity Leave



5. Please type any comments in the "Comment" box



6. Click "Upload" and attach your completed Paternity Leave Plan

The screenshot shows a 'Request Time Off' form with the following fields:

- Time Type***: Paternity Leave
- Start Date***: 01 Apr 2026
- End Date***: 07 Apr 2026
- Requesting**: 7 days
- Returning to Work On**: 08 Apr 2026
- Comment**: [Empty text box]
- Paternity Plan***: [Empty text box]

Below the form, there is a message: "No attachments uploaded. To upload files, drop them here or use the 'Upload' button." An orange circle highlights the "Upload" button.

7. Click "Submit"

The screenshot shows the same 'Request Time Off' form, but now with a file attached:

- Time Type***: Paternity Leave
- Start Date***: 01 Apr 2026
- End Date***: 07 Apr 2026
- Requesting**: 7 days
- Returning to Work On**: 08 Apr 2026
- Comment**: [Empty text box]
- Paternity Plan***: [Empty text box]

The attached file is: "paternity_plan_-_dec_24 (1).docx", uploaded on Mar 31, 2026, with a file size of 69315 bytes. Below the file, there is a link: "For more information about your time account balances and absences, please go to Time Off." An orange circle highlights the "Submit" button.

8. This workflow will now be sent to your Line Manager for approval.

