Office of Human Resources – Quick Facts: Requesting Medical Leave

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

- Go to OSU MyTime website: [http://mytime.oregonstate.edu/](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