The employee can correct a submitted and approved leave of absence.

CORRECT LEAVE OF ABSENCE

From the Homepage:

1. Click the Absence application.

2. Click the Correct My Absence option.

3. From the Calendar view, select the date that needs to be corrected.

4. Identify the change you want to make.

5. Checked the box or all boxes of the time off that needs to be corrected.

6. Then, click the minus sign. This will remove the date or dates from your request.
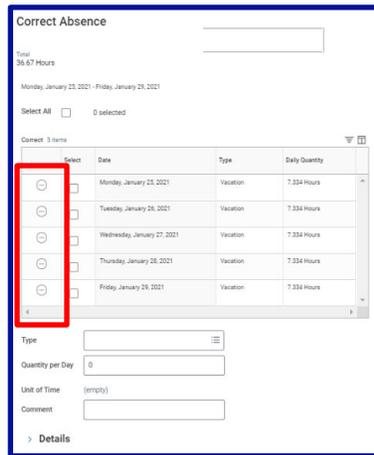
7. Enter a comment explaining the need for the correction.

8. If applicable, attach any required documentation.

9. Click **Submit**.

Note: Once done, click submit and the request will be rerouted back through the approval process.