

REQUEST TIME OFF AND LEAVE OF ABSENCE

From the Homepage:

1. Click the Absence application.
2. Click **Request Absence** under the Request section. The absence calendar displays.
3. Click the day you wish to take off or click and drag to select multiple days.



Note: If you are requesting an absence that extends across multiple months or a long period of time you can Click the **Select Date Range** button and populate the leave dates.

4. Click **Request Absence**. The number of days you requested displays on the button to help confirm your request.
5. Select the **Type** of absence requested. Your options will include both time off and other absence types. Select the appropriate type of absence for your time off and leave request.
6. Click **Next**.
7. The Quantity per Day hours default to your daily scheduled hours. If you need to change the Quantity per Day hours, click **Edit Quantity per Day**. Enter the desired amount and any needed comments. You can also update all quantities to the same amount at once, using the Update All Quantities field. Click Done

Request Absence Deborah Brandes (057634)

All time offs must be entered in units of hours and not days. The number of hours that equal your day are defaulted. To change the default click on 'Edit Quantity per Day'.

Total 22,002 hours - Vacation

Request	From	To	Type	Quantity per Day	Total	
1 item	03/08/2021	03/10/2021	Vacation	7,334 hours	22,002 hours	Edit Quantity per Day

enter your comment

Attachments

Drop files here

Select files

Submit Cancel

8. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.
9. Click **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.



Note: Time off request can be canceled or corrected at any time. A Time Off request can only be canceled if it has not yet been approved. From the calendar view, locate the date you are wanting to cancel.

The shade of grey indicates it has been submitted but not approved. You can always point to the gray shaded area to check the status. Click on the identified date. A Details pop up box will appear. Now click Cancel This Request button.

By canceling this request, it will remove it from the calendar.

Use the Correct Time Off job aid to make any corrections to the previous approved time off request.