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.
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.