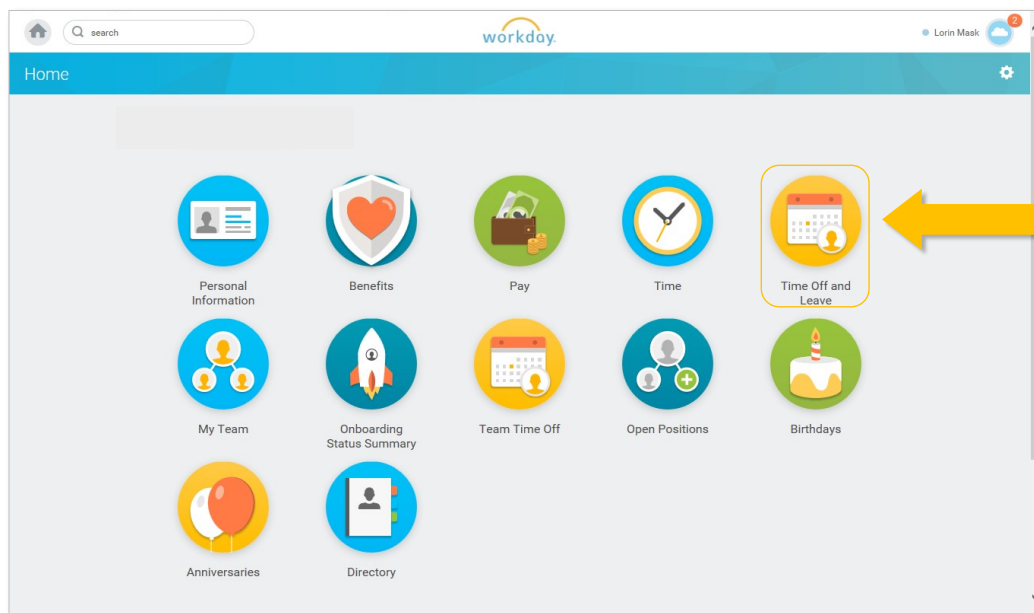# Request Time Off

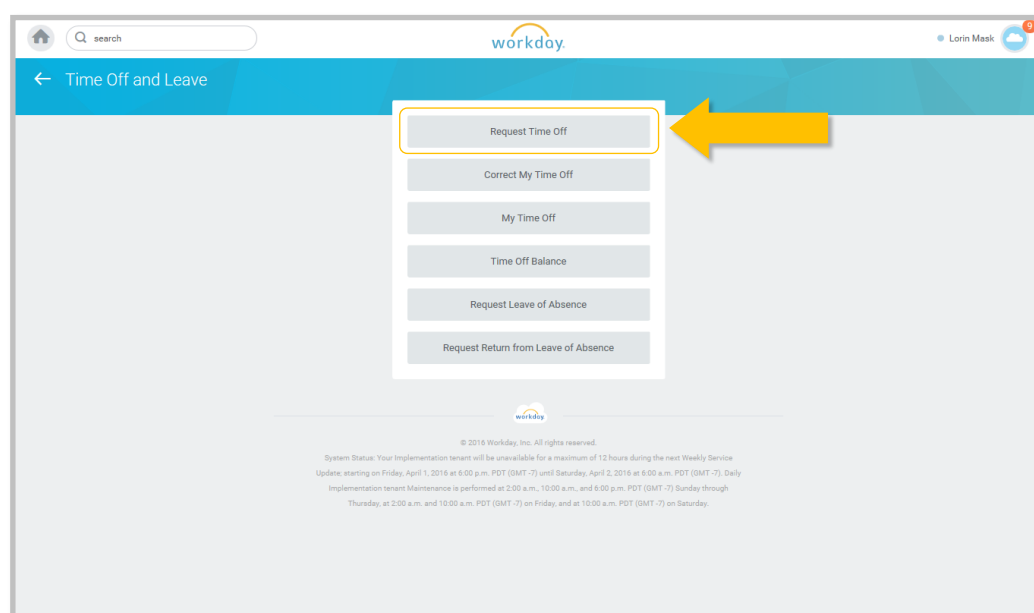### STEP 1

- From your Home page, **click** on the "Time Off and Leave" worklet

STEP 2

- **Click** on the "Request Time Off" button

workday.

STEP 3

- **Click** each day you would like to request off. You may also **click and drag** to select more thatn two days in a row.

- **Click** the bottom left green button that displays the number of requested days.

For best view of the calendar, expand the window to full screen.

Note:

Please see the "Change Information and Helpful Hints—Request Time Off" for information on balances, options, and processes.

STEP 4

- **Select** the "Type" of request from the drop down menu. (1)

- **Type** in the number of hours for the day(s) requested. It will have a default number, you can change as needed.

- **Type** comments as needed

- **Attach** documents as needed

- **Click** "Submit" [Submit]