

EMPLOYEE REQUEST – REQUEST FOR TIME OFF

Objective To learn how to submit a time off request.

Employee sends Request for time off

Scheduler receives notification reviews & approves

Shift change is automatically updated in the schedule

Employee can review the approved request and see changes in schedule

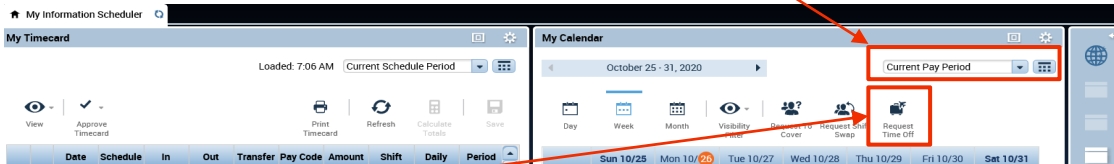
WFL Employees - If request is within 2 weeks – see request to cover

For Part-time Unifor – if the vacation request is for a schedule not released – select ½ time for duration (For example for a 8 hour shift – request 4 hours)

Creating and submitting the time-off request

1 Click **My Calendar**.

Click the date in the calendar that matches the first day of your time-off request



2 Click **Request Time Off**.

3 From the **Type** drop-down list, select the request type.

- In the first row, use the **calendar icons** to select the applicable **Start and End dates** of the request.
- From the **Pay code** drop-down list, select the pay code that you want to use for the selected date range.
- From the **Duration** drop-down list, select the applicable duration of the request:
 - Full day**—Your entire shift on the specified day(s)
 - Hours**—Specific number of hours that you want to take off
- If you selected the **Hours** duration option, enter the **Start time** of the time-off request and number of hours you are taking off in the **Length** field.
- Click **+** another time-off period (note request is consider as one request – accept, denied and retracted as one – highly recommended to start another request (submit and start again)
- In the **Notes** field, enter a comment to your manager, if applicable.

Request Time Off

Type: Request for Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
	11/17/2020	11/17/2020	Vacation	Full day		

Accruals on: 11/17/2020

	Accrual	Balance
	Float	0:00 Hour
	PWA Bank	10:45 Hour
	OT Lieu	44:15 Hour

Note (optional)
Type a note (optional)

Cancel Submit

Check Your Accruals Balances: Before submitting a new **Time Off Request**, it's a good idea check **Accruals** on the Change the date December 31 to view the remaining year-end balance.

4 Click **Submit**.

Tracking the request status

After you submit the time-off request, it will need to be reviewed by your scheduler for approval. The status of the request appears in your calendar as **Submitted** until it is reviewed. When the request is approved, the time off appears in your calendar and the request status is updated to **Approved** and your schedule will be updated.



Retracting/Cancelling a time-off request

You can retract a time-off request while it is in **Submitted** or cancel a time off request in the **Approved** status.

- Hover on the request in your calendar and then click the circle with an arrow icon.
- Select **Retract** (before approval) or **Cancel request** (after approval)
- In the Time-Off Request dialog box, enter a note to your manager in the **Notes** field, if applicable, and then click **Submit**.
- Retract requests are automatically approved; Managers must approve cancellation requests. Once approved, time-off will be removed from your calendar, and your original shift will be returned

