

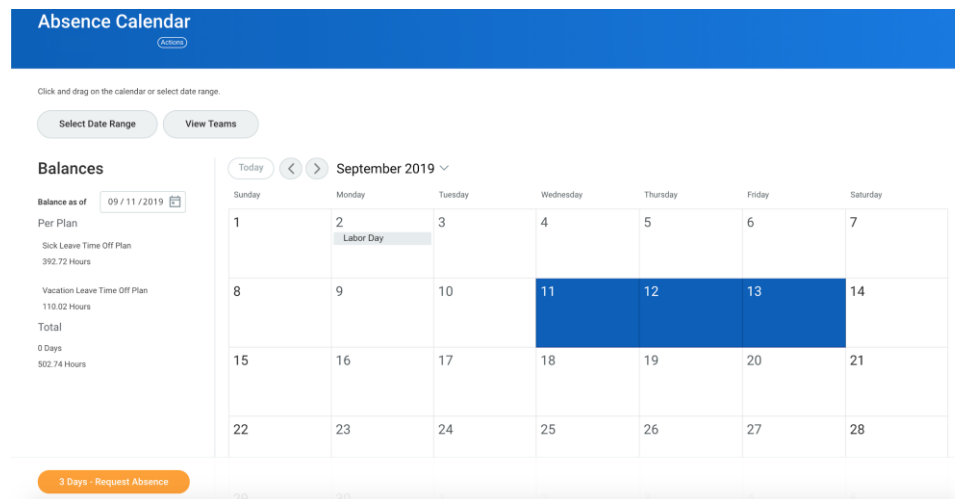
Use the Absence application to record time away from work, both retroactively and for the future.

## REQUEST TIME OFF

1. From your home page, choose the **Absence** application.



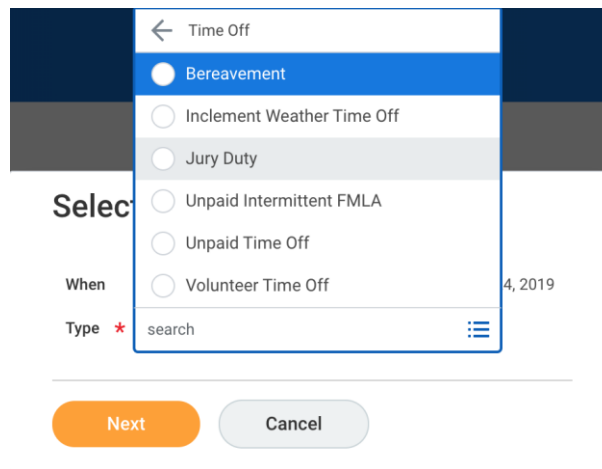
2. In the “Request” section on the left side of the Absence page, choose the **Request Absence** button. This will open your absence calendar in which you can select the days you would like to take off. Your sick leave and vacation balances are shown on the left side of the page. In the calendar, clicking on any day will turn the corresponding square blue; you may select more than one day to request multiple days at a time.

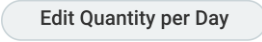


- When you are finished selecting the days for which you would like to request absence, click the orange **Request Absence** button at the bottom of the page.

A rounded orange button with the text "3 Days - Request Absence" in white.

- Next, the **Select Absence Type** dialog will appear where you should specify the reason for your absence using one of the options available in the dropdown menu. Once you have selected an option, click the orange **Next** button.

A screenshot of a mobile application dialog titled "Time Off". The dialog has a dark blue header with a back arrow and the title "Time Off". Below the header is a list of radio button options: "Bereavement" (selected), "Inclement Weather Time Off", "Jury Duty", "Unpaid Intermittent FMLA", "Unpaid Time Off", and "Volunteer Time Off". Below the list is a search bar with the placeholder text "search" and a search icon. At the bottom of the dialog are two buttons: "Next" (orange) and "Cancel" (grey).

- You will be redirected to the "Request Absence" page where you can review your time off entry. If any part of the absence request has been incorrectly entered, you may edit it by choosing the grey **Edit Quantity per Day** button  in the rightmost column of the table. Optionally, you may add comments or attachments on this page. When you are ready to proceed with the time off request, click the orange **Submit** button at the bottom of the page. Your absence request will be directed to your manager for approval.