Leave and Time Tracking: Requesting Time Off

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.
3. 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.

4. 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.

5. 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.