## Request Time Off - Exempt

This job aid explains how to Request Time Off, View a Request and/or Cancel a Submitted or Approved Request for Time Off.

### Request time off

You request time off from My Calendar.

Select **Main Menu** > **My Information** > **My Calendar**.

1. In the calendar, select the start day of your request.
2. Select **New Request**.
3. Select **Type of Time Off**.
4. Select **Apply**.
5. Review **Dates** & select additional dates if necessary.
6. For **Duration** - Select **Full Day**, **1st Half Day** or **2nd Half Day**.
   a. NOTE: **Sick Time/Family Care** have additional choices*
7. Select **Review** to add a comment.
8. Select **Submit**.
9. A confirmation panel appears.
10. Select **Done**.

*For Sick Time or Family Care, you can select **Hours** or **Full day**. If entering Hours, always use 8am for the start time and then enter the Duration of time used, with a minimum of 2 hours, followed by increments of 15 minutes. EX: 02:45 = 2 hours and 45 minutes.

### View Already Submitted Time Off Requests

If the time off request is already submitted and you need to verify the status of the request, you will find it easily on the **My Calendar** page.

From your Home page, access the **Main Menu** and select **My Information** > **My Calendar**.

1. Click **Requests** tab in the Calendar panel.
2. You can review the history of a request by clicking on the **More Options** icon. *(blue circle with 3 dots)*
3. From this pop-up panel, you can Cancel an existing time off request.

**Note:** The icon before the request name indicates the status of the request.

- **Green** = Approved
- **Red** = Cancelled
- **Gray** = Submitted and pending approval
Cancel a submitted or approved time off request

If your time off request was submitted but not yet approved or if your request was already approved, you can cancel it by submitting a cancellation request to your manager for approval. You should only correct prior time off requests through this method.

1. Select Show List.
2. Select the Requests tab.
3. From the listed requests, locate the request you wish to cancel.
4. Select the More Options icon to the right of the request.
5. Select Cancel Request
6. You can then go through the Request Time Off process to submit a new request for that period of time.