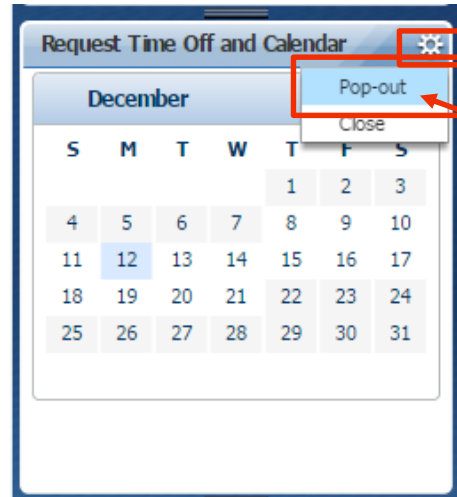
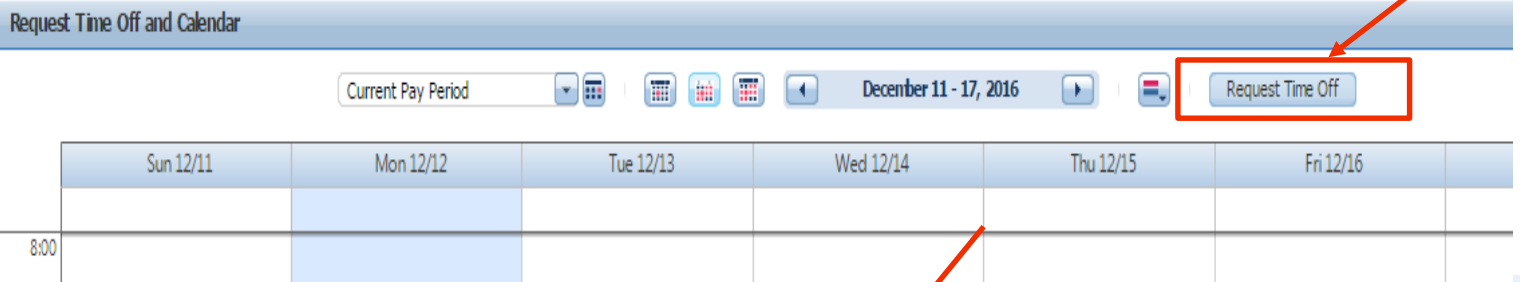


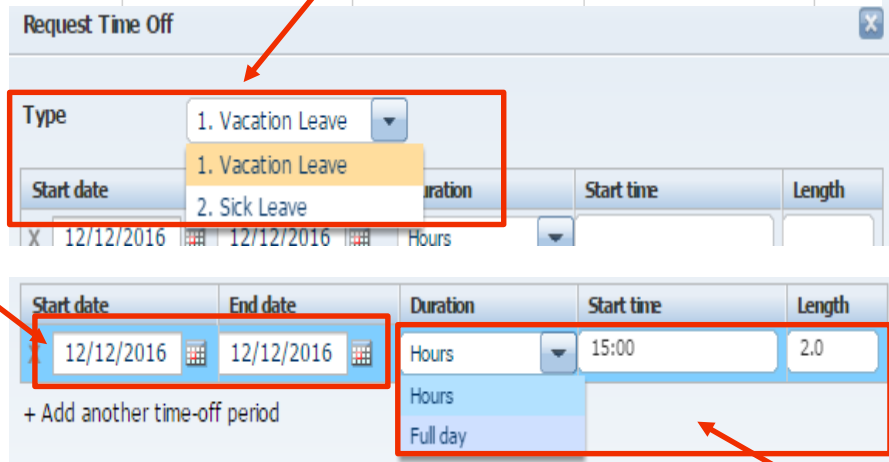
- 1 Select "Request Time Off and Calendar" on right hand side of screen. Click on the gear and select "Pop Out".



- 2 Select "Request Time Off"



- 3
  - Select the "Type" of leave you are requesting.
  - Enter in your start and end date. Your end date should be the same as your start date.
  - Enter your duration. If you select Full day, it will give you hours on normal schedule.
  - Enter your start time and how many hours you will need for your time off. If full day is selected start time and hours are not required.
  - In the Notes section your can enter anything your supervisor may need to know about your time off.
  - Submit



- 4 Once submitted, your request will go to your supervisor for approval. Your time off request will NOT appear on your time card until it has been approved by your supervisor.

### When Should I Submit My Request?

You should submit your request for time off at the end of each pay week. This will be at the managers discretion and could change based on your managers preferred practice.