**About the Time Off Worklet**

The *Time Off* worklet provides easy access to enter time off requests, preview available time off balances, and correct prior time off requests.

**Time off Hourly Increments**

Please note that time off is calculated in daily hourly increments!

- Exempt (monthly) employees should enter:
  - Full day – 8 Hours
  - Half day – 4 Hours

- Non-Exempt (hourly) employees should enter:
  - Full day – Daily number of hours for employee
  - Partial day – Number of hours employee is absent

When entering multiple days, all days must be selected in the calendar and when entering the *Daily Quantity*, be sure to enter a single day’s daily hourly quantity.

**Time Off Balance**

In order to assure that you have the available balance for your request, enter the first date of your request in the field under *Balance as of*.

**Note:** Approved future *Time-Off* requests are only reflected in the *Time-Off* balance as of the date of the requested date.

Requests that cause future requests to exceed your available time will not be allowed.

**Viewing the Calendar**

While viewing the calendar, in addition to submitting new requests, you can:

- Click on existing requests to reveal details (click outside of the window to close)
- Identify the status of a request by its color:
  - Sick Leave: Submitted/Pending
  - Sick Leave: Approved

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**Initiate a Time Off Request**

From your Workday *Home* page:

1. Click on the *Time Off* worklet
2. Click *Time Off* under *Request*
3. Click or click-and-drag on the calendar to select the days you wish to take off. If you wish to move to another month, use the arrows at the top left to navigate. To de-select a day, simply click on it again (single click)
4. Click *Request Time Off*
5. Enter the type of time off requested using
6. Click *Submit* to save your request

**Verify Request**

1. Navigate back to your *All About Me* page
2. Click the *Time Off* worklet
3. Click the *Time Off* link in the *View* section
4. Confirm that the days requested are now *In Progress*, awaiting approval
Notes

- You will not be able to request a number of days that exceeds your Time-Off balance
- If you are requesting consecutive days off and are using different time off types, you must submit separate time off requests for each time off type (i.e. Floating Holiday, Vacation, Sick, etc.)
- It is possible to submit multiple requests types in the same day
- When selecting days in the calendar, only select weekends if these are your scheduled work days, as they would deduct from your balance