



Request Pre-Scheduled Holiday Time (24/7 Employees Only)

Use this procedure to request pre-scheduled holidays for days in a future pay period. This procedure is used for employees in a 24/7 operation or position.

At the beginning of the year, 24/7 employees are granted 88 or 96 pre-scheduled holiday hours to use which is prorated for new hires (depending on the date of hire). The scheduled holiday hours are reserved in the employee's **Prescheduled Holiday (for 24/7) Time** leave balance.

Note: You can also request full days off on the timesheet if you prefer (in the current pay period or in a future pay period).

Procedure:

1. Search for the employee.



Tip: To find an employee...

1. Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
2. Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.

Search Results

The screenshot shows a search result for Luke Bryan (W1231234), an Executive at SPS TT Training - State Regular Employee. A dropdown menu is open, showing various actions. The 'Enter Time Off' option is highlighted in yellow. Other actions include 'Enter Time for Worker', 'Review Time by Week for Worker', 'Submit Time', 'View Time Calendar', 'View Time Off', 'View Schedule for Worker', 'View Time Off Balance', 'View Time Off Results by Period', 'View Calculated and Override Balances', 'View Carryover Balances', 'Place Worker On Leave', 'View Leave Results', and 'Assign Work Schedule'. The 'Time and Leave' category is also highlighted in the left sidebar.



3. In the menu, hover over Time and Leave and then click the Enter Time Off hyperlink.

Request Time Off

Request Time Off Luke Bryan (W1231234) ...

Today < > February 2016

Balance as of 02 / 10 / 2016

1,308.35 Hours

Balance Per Plan

- Annual Leave 430.5 Hours
- Annual Leave Time Off Termination Payout Plan 418.45 Hours
- Compensatory Exempt Holiday Time 0 Hours
- Compensatory Non-Exempt Holiday Time 0 Hours
- Pre-Scheduled Holiday (for 24/7) Time 48 Hours**
- Personal Leave 48 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 President's...	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

4 Days - Request Time Off

NOTE: The available balance for **Prescheduled Holiday (for 24/7) Time** is on the left side of the Time Off Calendar.

4. To select days you want to take off:

a. Find a day in a future pay period to request time using the prescheduled holiday leave balance.

Use the **Next** > arrow to find an upcoming month in which you want to take a day off. Use the **Previous** < arrow to go back, if needed.)

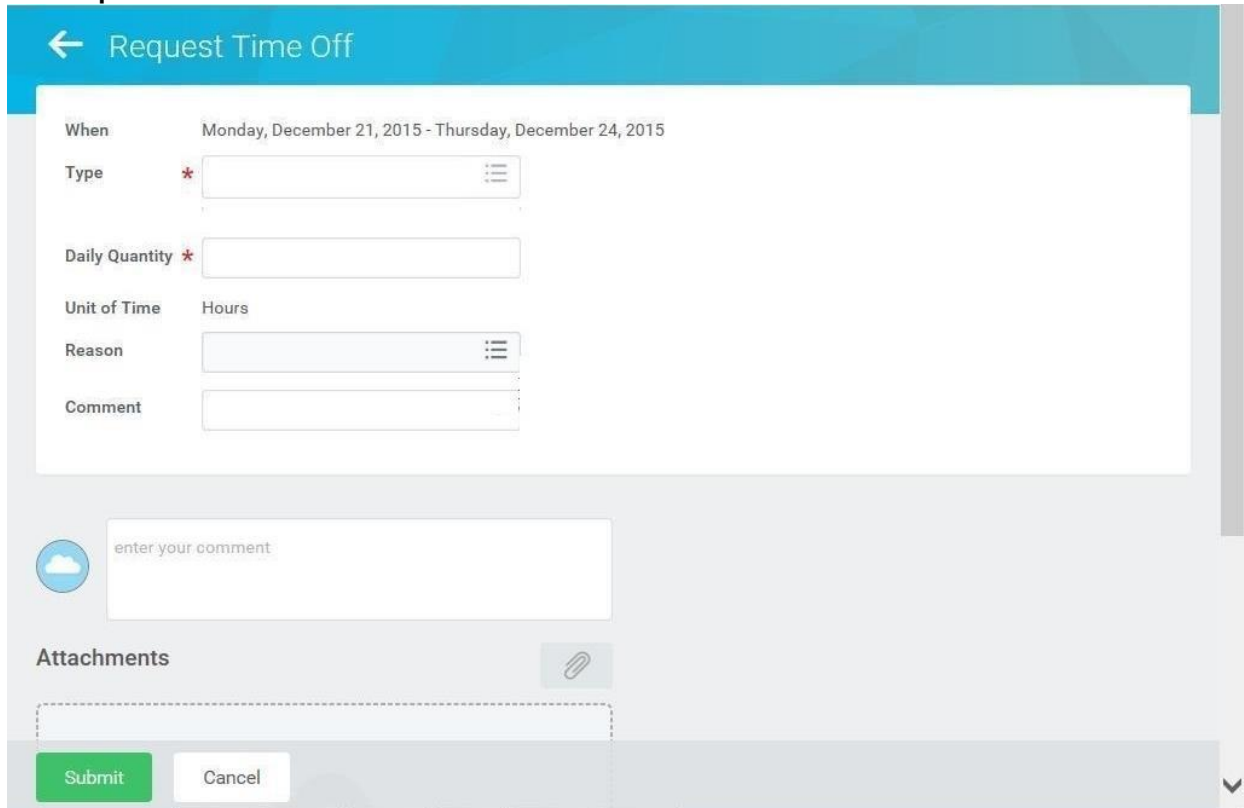
b. Click the day(s) on the calendar to select them.

Tip: Click the day and drag across the calendar to select consecutive days.

c. Click the **Request Time Off** button at the bottom left corner of the page.

Note: The **Request Time Off** button displays the number of days that you are requesting to take off. Example **4 Days - Request Time Off**

Request Time Off



The screenshot shows a mobile application interface for requesting time off. At the top, there is a blue header with a back arrow and the text "Request Time Off". Below the header is a white form with the following fields:

- When:** Monday, December 21, 2015 - Thursday, December 24, 2015
- Type:** A dropdown menu with a red asterisk and a list icon.
- Daily Quantity:** A text input field with a red asterisk.
- Unit of Time:** Hours
- Reason:** A dropdown menu with a list icon.
- Comment:** A text input field.

Below the form is a section for comments, featuring a blue speech bubble icon and a text input field with the placeholder "enter your comment". Underneath is an "Attachments" section with a paperclip icon and a dashed box for file uploads. At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

5. In the window, enter /select the following information in the fields listed:
 - a. **Type:** Use the prompt to select the **Pre-Scheduled Holiday** time off code.
 - b. **Daily Quantity:** The number of hours should default to your scheduled daily hours (e.g., 8). The **Daily Quantity** cannot be less or more than your scheduled daily hours.
 - c. **Reason:** Use the prompt to select the appropriate reason for leave.

6. Click the **Submit**  button.



Request Time Off

Request Time Off Luke Bryan (W1231234) ⋮

Today < > February 2016

Balance as of

02 / 10 / 2016

1,308.35 Hours

Balance Per Plan

Annual Leave

430.5 Hours

Annual Leave Time Off Termination

Payout Plan

418.45 Hours

Compensatory Exempt Holiday Time

0 Hours

Compensatory Non-Exempt Holiday

Time

0 Hours

Leave Bank / Donation Time

0 Hours

Personal Leave

48 Hours

Pre-Scheduled Holiday (for 24/7) Time

4 Days - Request Time Off

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 President's...	16	17	18	19	20
21	22	23	24 ✓ Pre-Sche...	25	26	27
28	29	1	2	3	4	5

7. Review the submitted time off request on the calendar.

Tip: If needed, you cancel the request before it is approved from the calendar page. Click the time off request on the calendar and then click the **Cancel this Request** button.

8. The System Task is complete.