Cancel a Time Off Request

Use this procedure to cancel a Time Off Request (entered through the Time Off Worklet) that has not yet been approved.

**Note:** If the Time Off Request has not been approved, you cannot use the “Time Off Correction” function to cancel days on the request.

Create a new Time Off Request to make changes that were not included in the original request, such as cancelling a day(s), extending the duration of the time off, changing the start date, leave type changes, etc.

**Procedure:**


   **Time Off Worklet**

2. In the Request section, click the Time Off button.
3. Search for the time off request on the calendar, then click the time block.
4. Click the **Cancel this Request** button.
5. In the comment field, enter the reason for cancelling the request.

6. Scroll down (if needed) and click the Submit button.
7. Click the **Done** button.

8. If desired, create a new Time Off Request.

9. The System Task is complete.