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. From the **Home** page, click the **Time Off** worklet.

2. In the **Request** section, click the **Time Off** button.
Request Time Off

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

3. 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. 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.

5. Click the **Submit** button.
6. Review the submitted time off request on the calendar.

Tips:
- The Pre-Scheduled Holiday (24/7) Time leave balance will be updated in the system at the end of the pay period.
- To view the status of your time off request, use the View Time Off (Leave) Request and Balances job aid.
- You can cancel time off before it has been approved from the calendar page. Click the time off request on the calendar and then click the Cancel this Request button.
- After time off has been approved, you can correct time off using the Correct Time Off job aid.

7. The System Task is complete.