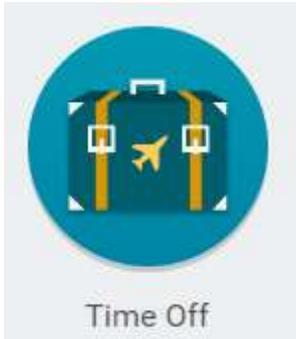
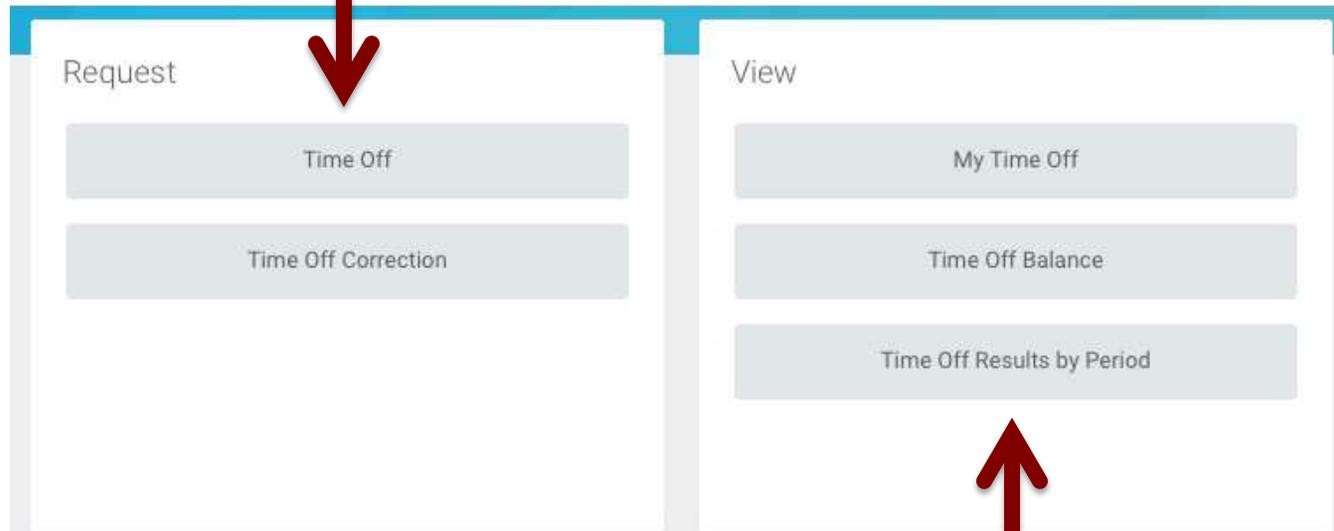


**THE TIME OFF WORKLET**

Click the **Time Off** worklet on the **Home** page to...



**1. Request time off (leave) for full work days or consecutive full days off in a future pay period.** For example, a week long vacation. You can also correct time off requests. This type of leave does not require HR approval.



**3. View leave balances.**

**2. View leave requests and the status of requests.**

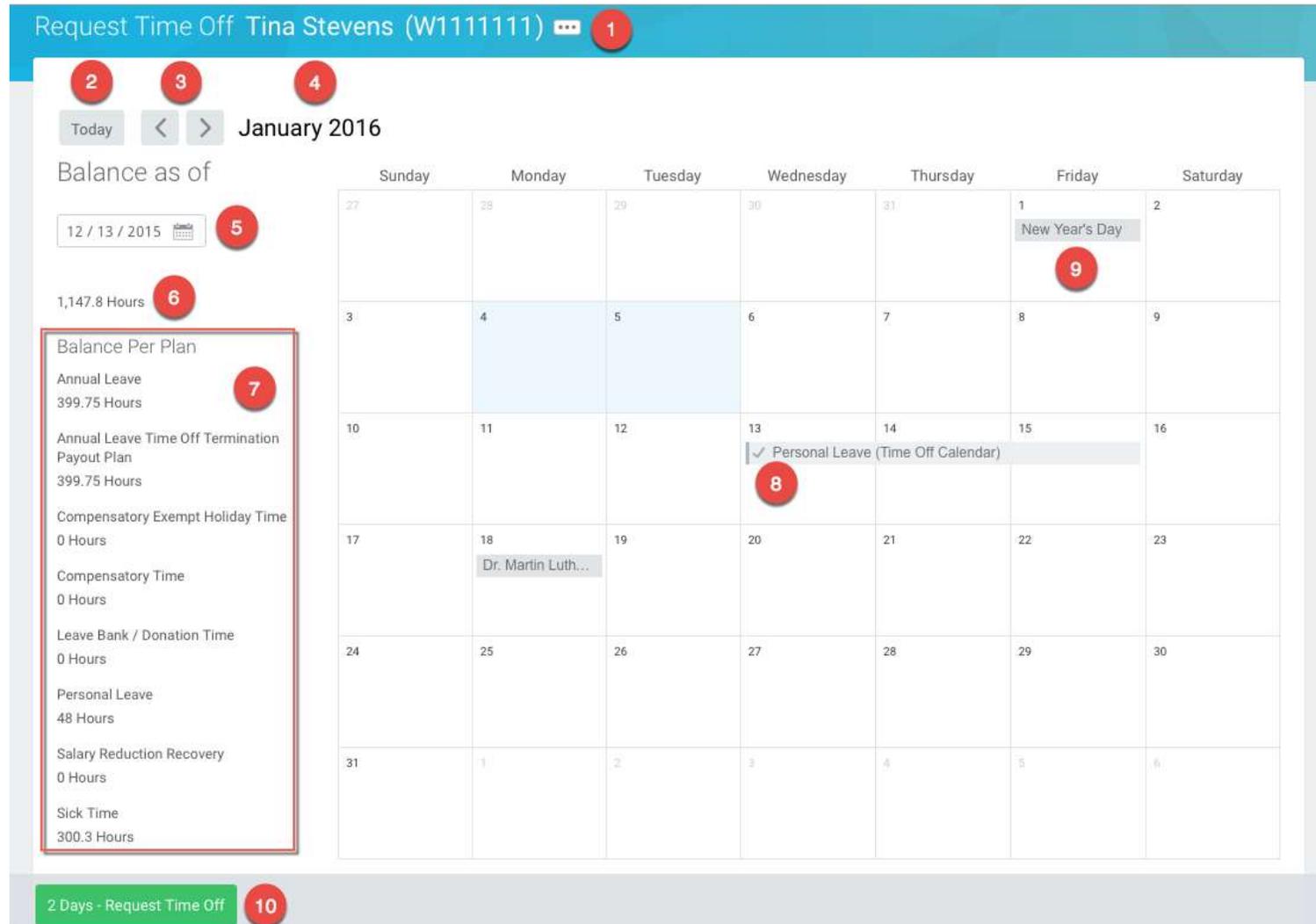
**NOTE:** Leave of Absence (LOA) requests such as FMLA, Accident, Organ Donation, etc. that require a request/application process outside of Workday and HR approval are not requested using the Time Off worklet. Contact your HR office to request a Leave of Absence.

**Available Balance**

- 399.75 Hours - Annual Leave
- 399.75 Hours - Annual Leave Time Off Termination Payout Plan
- 0 Hours - Compensatory Exempt Holiday Time
- 0 Hours - Compensatory Time
- 0 Hours - Leave Bank / Donation Time
- 48 Hours - Personal Leave
- 0 Hours - Salary Reduction Recovery
- 300.3 Hours - Sick Time

### REQUEST TIME OFF PAGE

- Employee Name and Employee ID.**
- Today** button. Click to display the current month.
- Arrow Controls.** Scrolls through the months in the calendar.
- Month.** Indicates the calendar month displayed on the screen.
- Balance as of Date.** Shows the as of date for leave balances, e.g., annual leave, comp time, personal leave, etc.. This date can be changed.
- Total Leave Balance.** Displays the total of the leave hours available as of the date selected in the **Balance as of...** date field.
- Balance Per Plan.** Section displays leave balances for each leave plan listed.
- Time Off Request** Time Block. Displays any time off requests including the status. Common time off request statuses, include:
  - **Unsubmitted** – Gray Clock
  - **Submitted** – Gray Check Mark
  - **Action Needed** – Yellow Exclamation Point
  - **Approved** – Green Checkmark
  - **Denied** – Red Circle
- Holidays.** Time blocks that display scheduled State holidays.
- Request Time Off** button. Click to enter leave type and reason (after indicating on the calendar dates being requested). The button displays the number of days being requested



Request Time Off Tina Stevens (W1111111) 1

Today < > January 2016

Balance as of 12 / 13 / 2015

1,147.8 Hours

**Balance Per Plan**

- Annual Leave 399.75 Hours
- Annual Leave Time Off Termination Payout Plan 399.75 Hours
- Compensatory Exempt Holiday Time 0 Hours
- Compensatory Time 0 Hours
- Leave Bank / Donation Time 0 Hours
- Personal Leave 48 Hours
- Salary Reduction Recovery 0 Hours
- Sick Time 300.3 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13 Personal Leave (Time Off Calendar)	14	15	16
17	18 Dr. Martin Luth...	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2 Days - Request Time Off

**Note:** See the **Request Full Days Off In the Future** job aid for step-by-step instructions.