

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.

Time Off worklet



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



Request Time Off

Request Time Off Luke Bryan (W1231234)

Time: February 2016

Balance as of

1,308.35 Hours

Balance Per Plan

- Annual Leave: 420.5 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

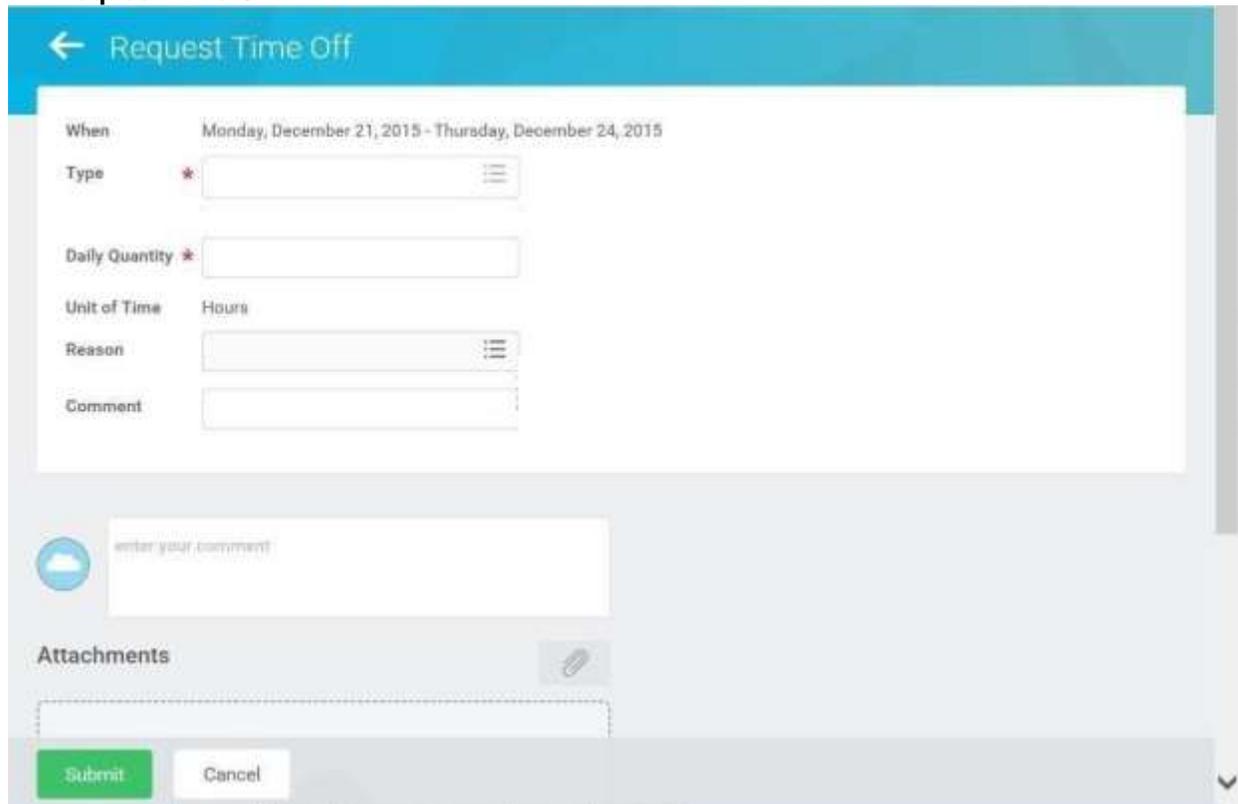
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 President's...	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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.

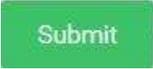
3. To select days you want to take off:
 - a. Find a day in a future pay period to request time using the prescheduled holiday leave balance. Use the **Next** arrow to find an upcoming month in which you want to take a day off. Use the **Previous** arrow to go back, if needed.)
 - b. Click the day(s) 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

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, the form contains several fields: "When" is set to "Monday, December 21, 2015 - Thursday, December 24, 2015"; "Type" is a dropdown menu with a red asterisk; "Daily Quantity" is a text input field with a red asterisk; "Unit of Time" is set to "Hours"; "Reason" is a dropdown menu; and "Comment" is a text input field. Below these fields, there is a section for "Attachments" with a plus icon and a dashed box. At the bottom, there are two buttons: "Submit" (green) and "Cancel" (white).

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.



Request Time Off

Request Time Off Luke Bryan (W1231234) ☰

Year: < > 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	30	1	2	3	4

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.