OVERVIEW:
Employees submit Time Off Requests for Vacation, Sick Time, Retreat, Jury Duty, etc. Time Off Requests should be submitted in advance whenever possible.

PROCESS:
1. Log on to Workday with User Name and Password.
2. Select the **Time Off** icon.
3. Select **Time Off**.

![Image of Time Off Request interface]

4. From the calendar, **select the date or dates** (click and drag).

![Image of calendar with selected dates]

5. Select the **Request Time Off** button.
6. Select the **Type** of Time Off.

![Request Time Off Form]

7. **The Position** will default. (If you have multiple jobs, use the drop down menu to select.)

8. Enter the number of **hours** requested. (If the hours vary by day, submit separate requests for each day.)

9. **Submit**. The request will go to the manager for approval.