Requesting Time Off

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Requesting Time Off
Navigating to Time-Off (Sick & Vacation Leave)

Once on the Time Off Request page, use the **Time-Off Type** search bar to select the type of leave being requested

- Clicking on the blue magnifying glass icon will open the Dropdown Menu
Option 1: Time-Off Types from Dropdown Menu
Option 2: Selecting Date(s) in Calendar View

- Using the calendar, select the day(s) you need to request off:
  - Click once to highlight a single day for a single- or partial-day request
  - For a multi-day request, click once on the first day of the requested time off and click a second time on the last day
Completing Request Time Off

- Enter the **number of Hours Per Day** that you will be using from your leave balance
  - Partial-day requests can be for any number of hours

**Examples:**
- If you left work 2 hours early because you were sick, you would use 2.00 hours of Sick Leave.
- If you came into work 3 ½ hours late because of a DMV appointment, you would use 3.50 hours of Vacation, Comp Time, or Personal Leave

**IMPORTANT:** Double Check your Calendar or Timesheet at end of month to make sure your “Time Off” populated
After Submitting Request

- Click **Submit Request**, then click OK. An email will be sent to your supervisor for approval.
  - Your request will appear as Pending until it is approved by your supervisor.
  - Both Pending and Approved requests will appear on the **My Schedule / My Time Off** calendar panel on the Home tab.
Cancelling or Changing Time Off

- If a request is still *pending* (not yet approved), it can be deleted from the My Time Off calendar by selecting the request and a small window appears and click “Delete.”

- If a request has already been *approved*, and you need to change dates, submit a Change Request.
Approved Time Off
After Time Off is Approved

• Approved Time off Requests will automatically populate on your timesheet.
  • The lines will change from broken to solid on your Time Off calendar view.
• By end of period, double check to make sure Time off appears on your Timesheet BEFORE submitting to payroll.