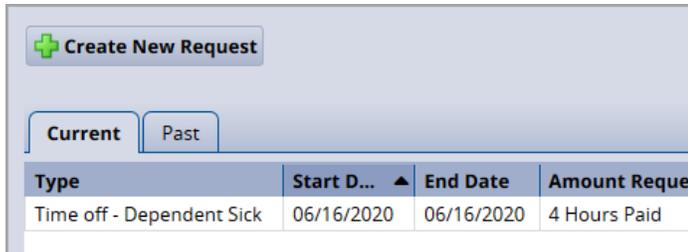


You can submit Time Off Requests (TORs), track the status of your requests, and view the history of past requests.

To Request Time Off

- From the **Home Screen**, select **My Time Off**. The **Request List** window appears.



- Click **Create New Request**.
- A screen appears with two grey boxes listing leaves of absence or regular Time Off reasons:



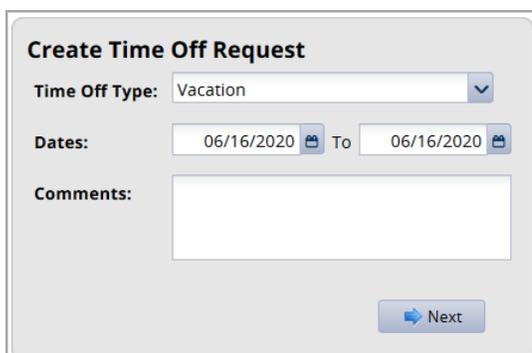
Click the left or right **Continue** button for your situation:

- Left side: **FMLA, Delaware Paid Family Leave and Other***
- Right side: **Time Off for Sick, Vacation or Other****

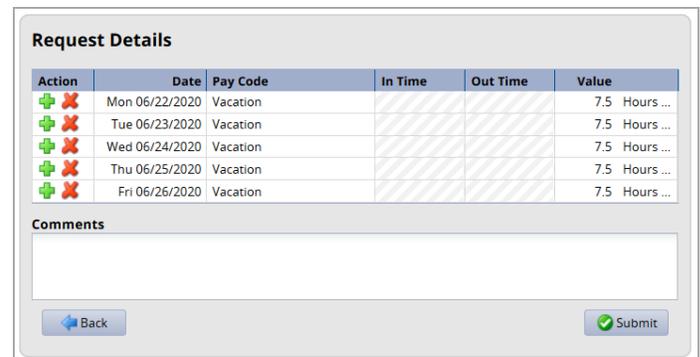
*If this request falls into the **FMLA, Delaware Paid Family Leave and Other** category, refer to the job aid called [Creating and Managing a Leave of Absence Case](#) for next steps.

**If this is a regular Time Off Request, continue with #4.

- Choose the type of time off from the drop-down list.



- Enter the dates or use the calendar icons to select the dates of your time off.
- If needed, enter a note about your request in the **Comments** field (this is optional).
- Select **Next** to display the details of your time off request. You can make changes here if needed.



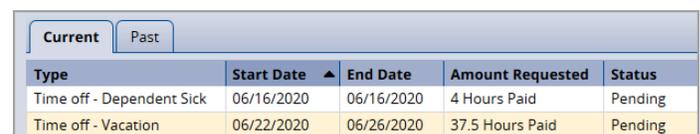
- You can click the **Insert** icon  to add another row for the same date. This allows you to enter multiple Time Off Types for the same date if needed. Remember to adjust the hours for that day accordingly.
- If exceptions (such as not enough banked leave time) prevent you from submitting, do one of the following:
 - Click the **Back** button to make changes
 - Click the **Delete** icon , and then click **Update**



- Click the **Submit** button to submit your request.



- Click **OK** to return to the **Request List** window. Your new request appears in the **Request List** window as "Pending" and your manager is notified by email.



When your manager approves the request, the requested time is automatically posted to the appropriate time sheet. You will receive an email message when your manager approves or rejects your request.



Cancelling a Time Off Request

You can cancel a time off request before or after it has been approved.

1. Go to **My Time Off**.
2. Select the request from the **Current** tab.



3. Click **Cancel Request** to withdraw your request. The **Reason for Cancellation** window appears.
4. Enter your reason for the cancellation (optional).
5. Select **Cancel Request**. The **My Time Off** window appears again, showing the status of the request as cancelled.