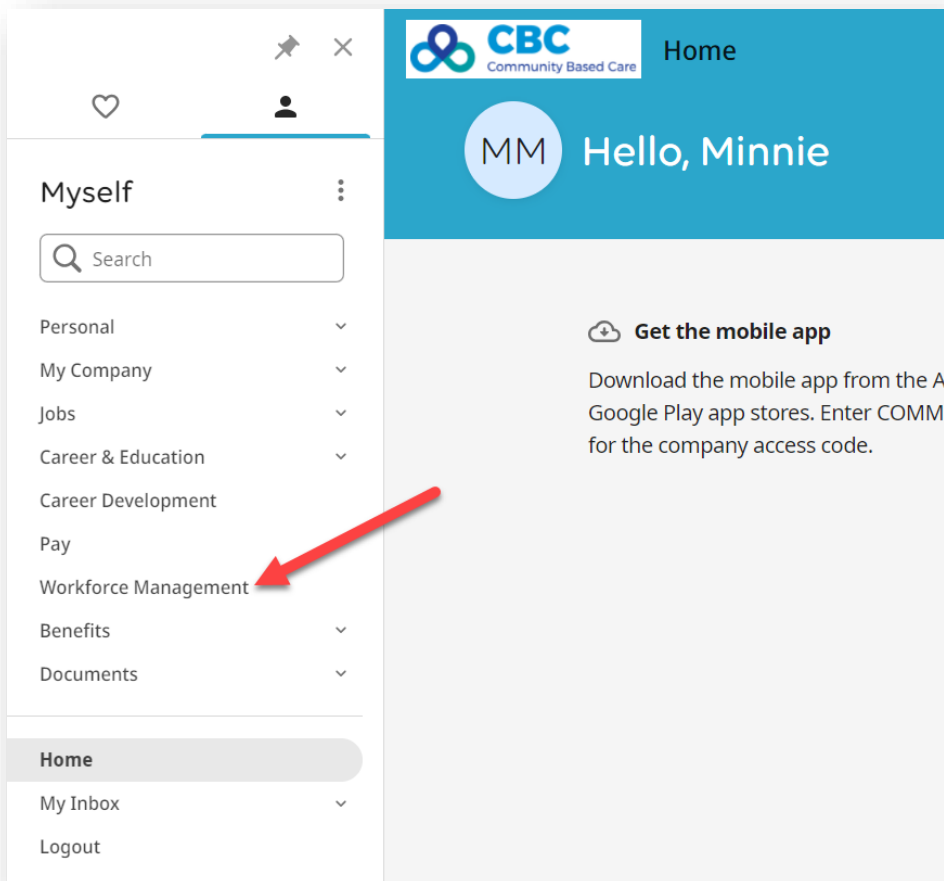**How to Request Sick Time Off (Website Version)**

1. From the main page, you should access "Workforce Management" to begin the process for requesting sick time.

2. You should locate the "My Time Off" tile and click "Advanced Options".

**My Time Off**

No time off reasons are available. Please use Advanced Options.

Advanced Options  ›

**Request Time Off**  ✕

📅  5/31/2024

◀  ◇  ▶
Previous Year  Today  Next Year

| **May 2024** | | | | | | |
|---|---|---|---|---|---|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

| June 2024 | | | | | | |
|---|---|---|---|---|---|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

Cancel  Apply

3. Select the day you would like to request sick time off.

4. Enter the following information:

    1. Start time of the leave

    2. Duration of the leave (MM:HH format)

    3. Select "Review"

**Request Time Off**

Time Off Request - SICK

Dates

📅 5/31/2024

Duration

**Hours**

Start Time *          Duration hh:mm *

10:00 AM              3:00

Deduct from

Sick: 8:00 Hour(s)                    ⓘ

Cancel          Submit          Review

**Request Time Off**

Time Off Request - SICK

**Sick (Hours)**

✏️ Friday 5/31/2024                    ⊖

10:00 AM [3:00]

Comments [1]    Add Comment

⊖  0-ST Other                    ⌄

Dr apointment

Cancel          Add          Submit

5. You are able to add a comment regarding the reason for the leave and click "Submit." The request will be sent to your Scheduling Coordinator.

You are able to view requests by accessing the "My Schedule" Tile on the main page. By clicking on a request, you are also able to cancel in the event that your plans have changed.

## My Schedule