



Requesting a Vacation

When you want to take several days off, use the button at the far left of Employee Self Service, for example, Request Vacation (It may have different name).

An instructional video is available for this topic:
[Understanding Time Off](#)

To request several days off (in a row):

1. Click Request Vacation at the far right. The Enter Vacation Information window is displayed.

A screenshot of a web-based dialog box titled "Enter Vacation Information". The dialog has a blue header bar with the title in white. Below the header, there are four main sections: "From", "To", "Benefit", and "Notes". Each section has a label, a text input field, and a small downward-pointing arrow icon. The "From" field contains "7/21/2008" and the "To" field contains "7/26/2008". The "Benefit" field contains "Personal". The "Notes" field is a larger text area containing the text "Moving my father into senior apartments". At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

Enter Vacation Information

From 7/21/2008
Select a Starting date.

To 7/26/2008
Select an Ending date.

Benefit Personal
Select the type of Benefit time.

Notes
Moving my father into senior apartments
Enter any notes or comments.

Ok Cancel

2. Type or select the start date of the request.
3. Type or select the end date of the request.
4. Select the type of time off to use. You can check how much time you have off using the Benefits tab, if available. To check the time available, click Cancel to end the request, check the balance, then start over.

5. Type any notes to accompany the leave request. For example, you can indicate your availability for emergencies or indicate why you need the time off.
6. Click OK. You can review your time off request on the Activity page in the Time Off Requests section.

Time Off Requests						
Status	Request	Date		Comments		
?0	Sick	07/19/08	2:00	Doctor's appointment that cannot be rescheduled	Remove Request	
?0	Vacation	07/19/08	07/19/08	Grandmother's birthday	Remove Request	
?0	Personal	07/21/08	07/26/08	Moving my father into senior apartments	Remove Request	

7. Check the Status of the request periodically to see if it is approved by our supervisor.