

How To Request Time Off (rev. 09.15.2025)

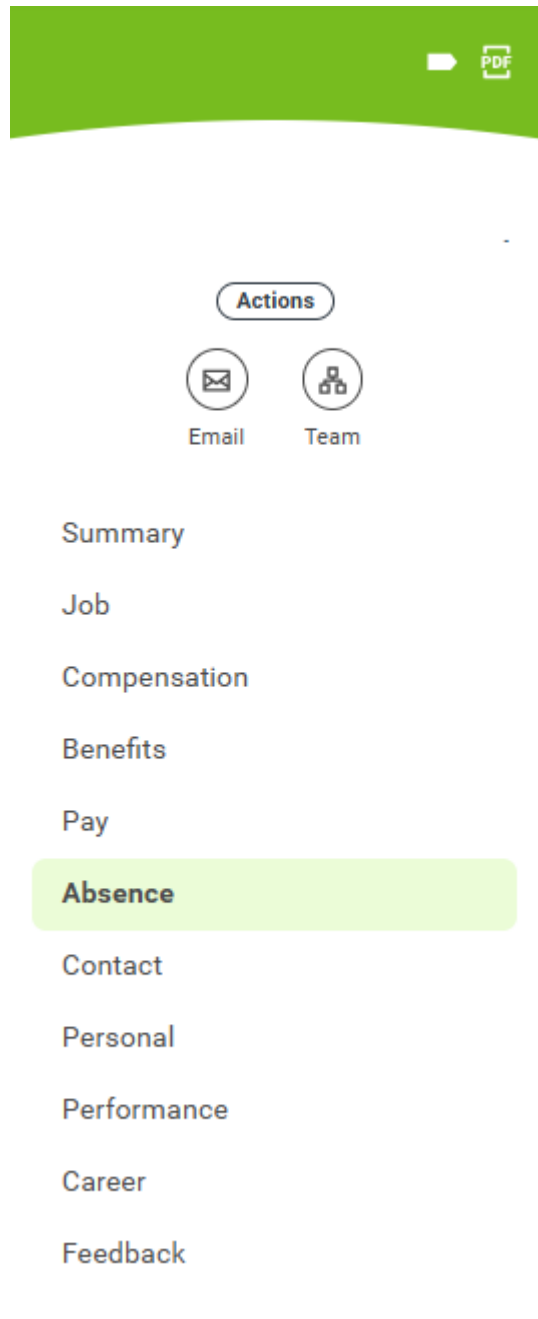
1. From the landing page, select the profile icon:



2. Select the View Profile icon:

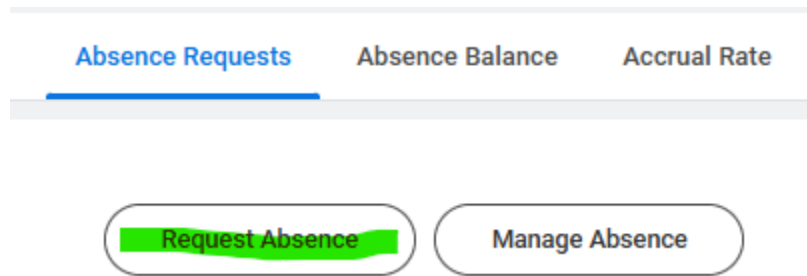
View Profile

3. From the navigation menu on the left side of the screen, select Absence:

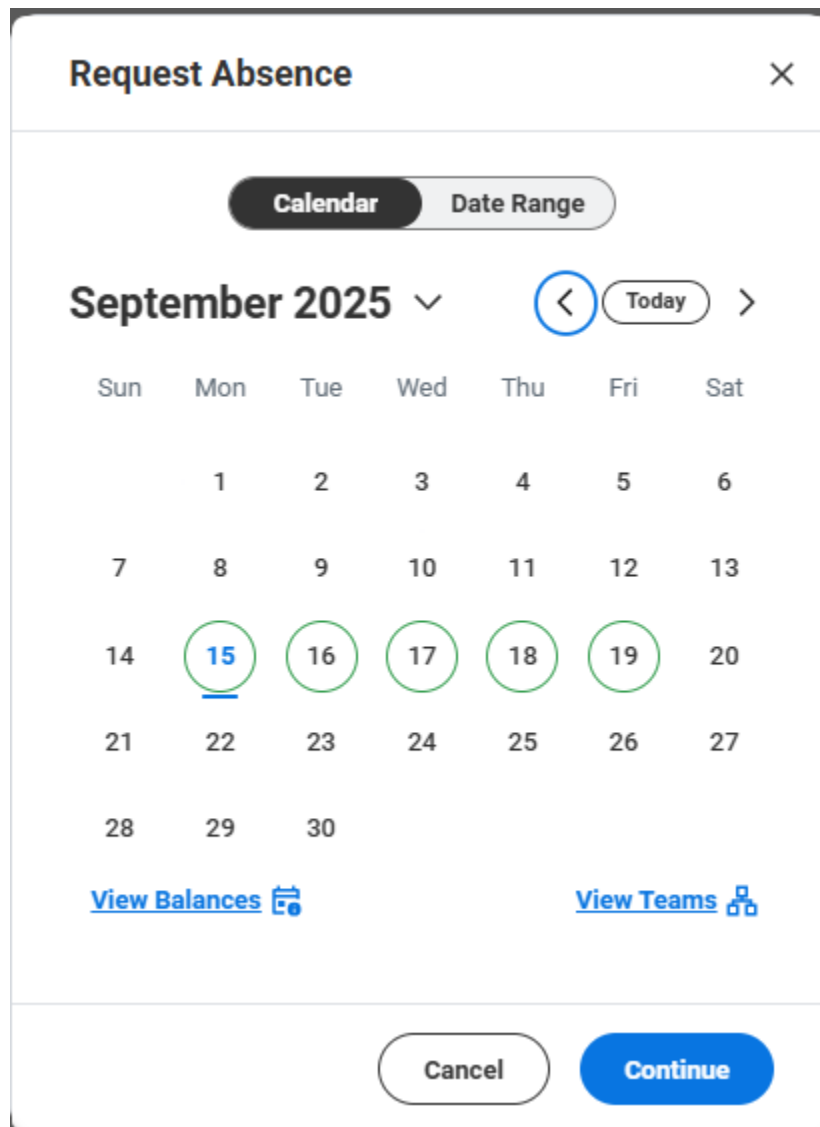


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- The Absence menu will default to the Absence Requests menu item. Within Absence Requests, select Request Absence:



- The Request Absence Calendar will populate. Select the date or date range you would like to take off:



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6. Select Continue:

Continue

7. Select the Type of Absence you would like to take and then Submit Request:

← **Request Absence** ×

Mon, Sep 15 – Fri, Sep 19


Type of Absence*

× PTO

⋮

Hours (Daily)

8

 [Edit Individual Days](#)

Comment

∨ Additional Information

Total Request Amount: 40 Hours ∨

Cancel

Submit Request