

How To Request Time Off (rev. 09.15.2025)

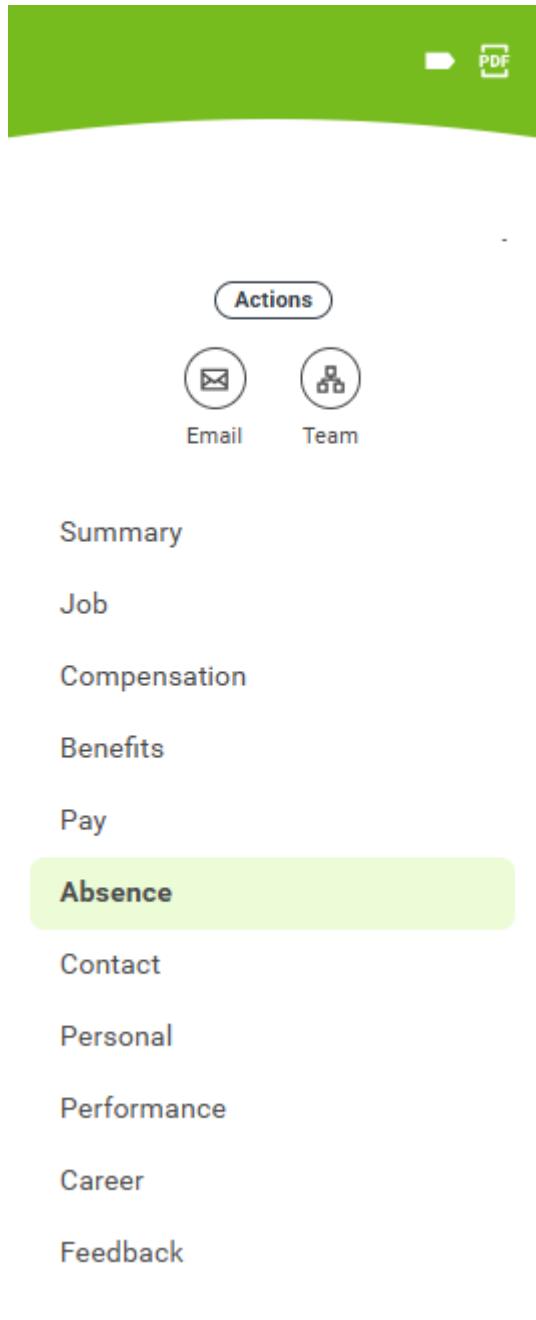
1. From the landing page, select the profile icon:



2. Select the View Profile icon:

View Profile

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

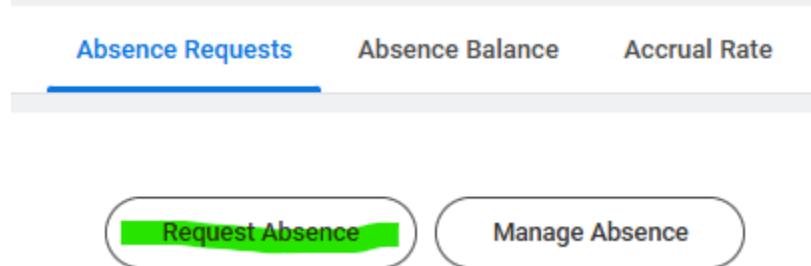


The screenshot shows a left-side navigation menu with the following items:

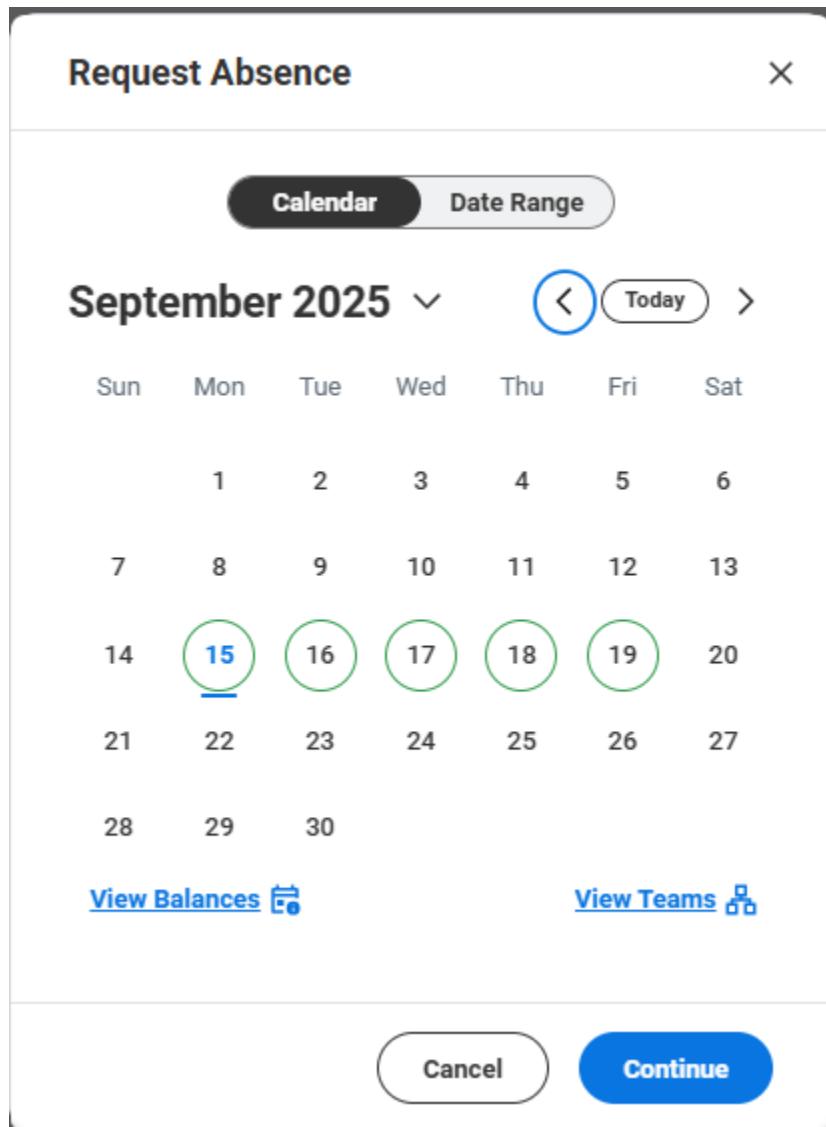
- Actions
- Email
- Team
- Summary
- Job
- Compensation
- Benefits
- Pay
- Absence** (highlighted with a green bar)
- Contact
- Personal
- Performance
- Career
- Feedback

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



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

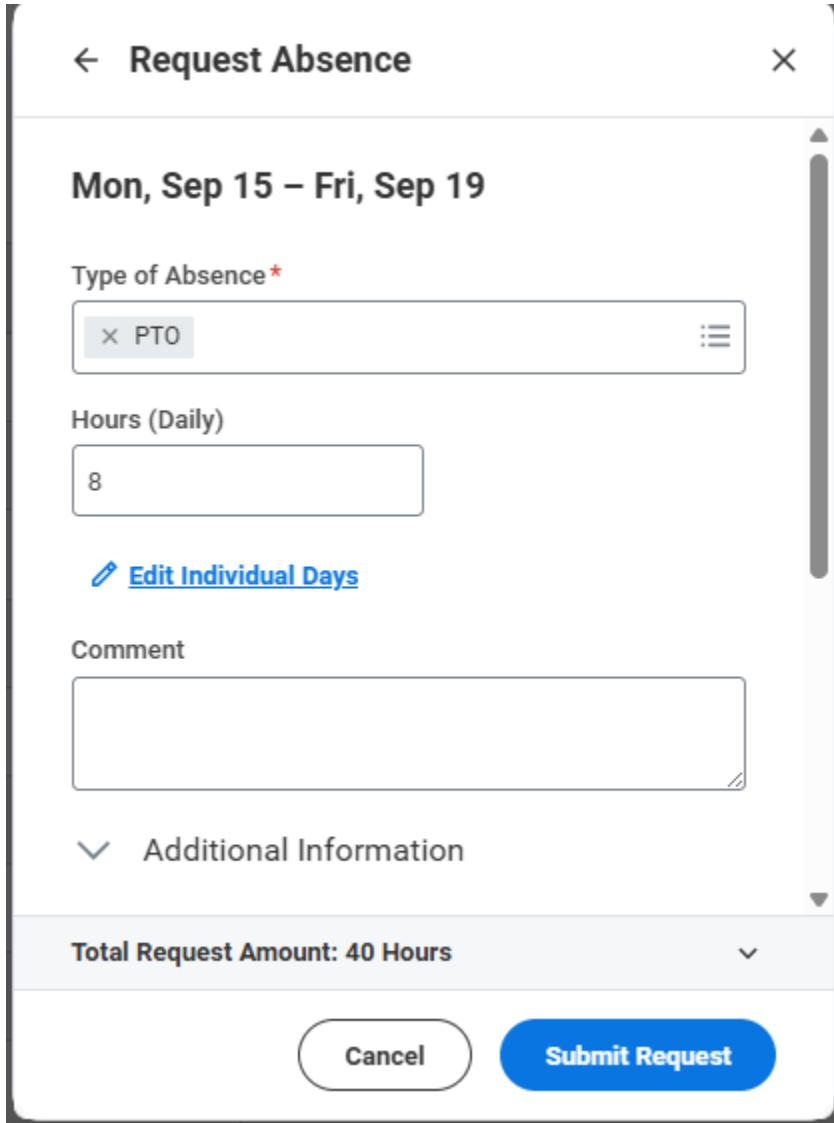


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6. Select Continue:

Continue

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



The image shows a mobile-style application interface for requesting absence. At the top, a blue header bar contains the text "Request Absence" with a back arrow on the left and a close "X" button on the right. Below the header, the text "Mon, Sep 15 – Fri, Sep 19" is displayed. The main form area starts with a "Type of Absence" field containing "PTO" with a red asterisk indicating it is required. Below this is a "Hours (Daily)" field containing the number "8". A blue link "Edit Individual Days" is located just below the hours field. A "Comment" field is present with a large empty text area. Below the comment field is a section titled "Additional Information" with a downward arrow. At the bottom of the form, a summary states "Total Request Amount: 40 Hours" with a downward arrow. The bottom row features two buttons: "Cancel" on the left and a large blue "Submit Request" button on the right.

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