### REQUEST TIME OFF

1. Select the **Absence** Worklet.

2. Select **Request Absence**.

3. Set the **Balance as of** date to the **last day** of the absence you are requesting.

4. Find the month you want to take off.

5. Select the day(s) you want to request off.

6. Select **Request Absence**.
7. Enter the **Type** of absence you want to take. You must use up your absence **Type** in the following order:
   - Holiday Credit Time Off
   - Discretionary (Awarded) Time Off
   - Vacation Time Off
   - Other Paid Time Off
   - Unpaid Time Off

8. If you have more than one position, choose the **Position** you want to use for the time-off request.

9. Select **Next**.

10. Select **Edit Quantity per Day**.

11. In **Quantity per Day**, enter the number of hours you want to take off each day.

12. Select **Done**.

13. To add another time-off request, select **Plus (+)**, and repeat steps 4–12.

14. Select **Submit**.

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**Select Absence Type**

<table>
<thead>
<tr>
<th>When</th>
<th>Tuesday, March 28, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>Holiday Credit Time Off (hours)</td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td>PN-0030082 PROGRAM OPERATIONS SPECIALIST, CSS Communications Solutions &amp; Relationship Management</td>
</tr>
</tbody>
</table>

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**Edit Quantity per Day**

<table>
<thead>
<tr>
<th>Date</th>
<th>Quantity per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, May 26, 2017</td>
<td>8</td>
</tr>
</tbody>
</table>

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Link to user guide: [https://isc.uw.edu/user-guides/request_absence_time_off/](https://isc.uw.edu/user-guides/request_absence_time_off/)