# 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. Select the **Type** of absence you want to take.

   **Note:** If you have a balance in any of the following Time Off types, it must be used first and 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**.

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