1. **Absence**  
   ![Absence](image)

2. **Request Absence**  
   ![Request](image)

3. **Balance as of**  
   ![Balance](image)

4. **Select Date Range**  
   ![Select Date Range](image)

5. **Request Absence**  
   ![Request Absence](image)
### 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</td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td>PN-0030082 PROGRAM OPERATIONS SPECIALIST, CSS Communications Solutions &amp; Relationship Management</td>
</tr>
</tbody>
</table>

- **Holiday Credit Time Off**: The time off is paid due to a long-term illness or other reason.
- **Discretionary (Awarded) Time Off**: The time off is awarded by the supervisor.
- **Vacation Time Off**: The time off is taken during personal leave.
- **Other Paid Time Off**: The time off is paid for personal reasons.
- **Unpaid Time Off**: The time off is taken without pay.

### Edit Quantity per Day

- **Update All Quantities**: 1 item
- **Date**: Fri, May 26, 2017

### Other Instructions

- **Holiday Credit Time Off (hours)**: 8 hours
- **Discretionary (Awarded) Time Off**: Awarded
- **Vacation Time Off**: Taken during personal leave
- **Other Paid Time Off**: Paid for personal reasons
- **Unpaid Time Off**: Taken without pay

### Additional Information

- Next
- Cancel

- **Edit Quantity per Day**: Update
- **Done**

- **Request 1 item**: Plus

### Submit

- **Submit**