Quick Reference Guide: Worker – Request Time Off

Keep in mind

- Employees can request time off in increments of one half hour (0.5 hour)
- Employees can use the Accrual Balance Transfer process by emailing WorkdayRequest@UChicago.edu in order to request time off for any position
- An employee may not have a negative (-) accrual. The minimum accrual is 0.
- Employees can only cancel a time off request that has not been approved by the Chicago Paid Sick Leave Time Partner
- Balances appear on the top left of the Request Time Off calendar screen
- Be aware of the Effective Date; Time Off balances will only include requests from the past (prior to the Effective Date indicated)

Information Needed

- Position ID
- Number of Time Off Hours
- Period of Requested Time Off

Requesting Time Off

Steps:

1. From the employee home page, Click on the Time Off worklet
2. Click *Time Off* under the *Request* section
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3. **Select** the day (or days) for which you are requesting paid sick leave

Note: To deselect a date, **click** it again.

4. **Click** on the **green** button
5. **Enter** the *Type* (Chicago Paid Sick Leave), *Position*, and *Daily Quantity of Hours*
Submitted requests will populate on the Time-Off calendar. **Click** the request on calendar to view details.
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6. Approved requests, can be viewed with a green check mark on Time Off calendar

If the Time Partner approves, cancels or denies a request, a notification will be sent to your Workday Notifications.

**Tip:** The Employee can also request time off by viewing your employee profile, clicking on the Related Actions Icon to display the menu of Available Actions. Hover over Time and Leave and click on Request Time Off. Then proceed from step three of this guide.
Cancel a Time Off Request

Steps:

1. **Click** on the request on your calendar, in the *Time Off* portion of the worklet
2. **Select** *Cancel this Request*

Only *In Progress* time off request can be canceled by the employee.