Time and Absence: Request Time Off – School Assistance/Volunteer/Public Service

1. Click the Absence app on the home page.

2. Under the Request column, click Request Absence.

3. The Absence Calendar displays.

4. Click on the specific day or multiple days you wish to request time off.

Academic Employees ONLY
Want to see additional information on Volunteer Service? Check out the HR Volunteer Webpage or the Volunteer Center Webpage

Click Here for information how to manage leave during the Coronavirus.
5. After selecting your date/days, click the **Request Absence** button at the bottom left.

6. Using the prompt, select the **Type** of Absence (School Assistance/Volunteer/Public Service Leave).

7. Click **Next**.
8. If you wish to request a partial day, instead of the whole day, click the **Edit Quantity per Day** to adjust the standard 8 hours for a workday.
   
a. To edit, enter a value in the **Update All Quantities** or the **Quantity per Day** field.
   
b. Click **Done**.

9. Select the supporting Reason (required), further identifying the School Assistance/Volunteer/Public Service Leave.
10. Enter a comment concerning this request, as needed to help your manager understand the nature of the request.

11. Attach any applicable documentation.

12. Click Submit.