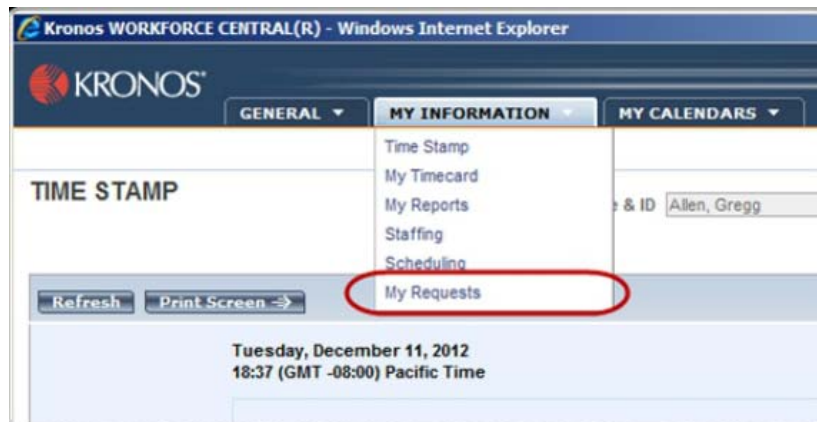


Distinguish between different types of time off

Use the My Requests page to submit requests



## Submitting Requests for Time Off

### Introduction

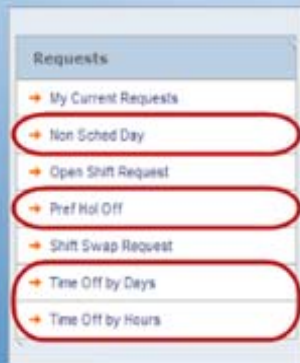


When you're notified that you can submit time off requests, if you want to take time off, you must select My Requests from the My Information tab. This will bring you to your My Requests page.

*Click the numbers below to learn more about submitting requests for time off.*

*Click the magnifying glass to enlarge the view of the screenshot.*

## Types of Time Off Requests



- Non Sched day – Request not to be scheduled on a specific day as a day off without pay
- Pref Hol Off – Request or rank specific holidays
- Time Off by Days – Request a day of paid time off
- Time Off by Hours – Request one or more hours of paid time off

## Retracting Time Off Requests

A screenshot of a web application table titled "My Current Requests". The table has columns for "Select", "Date /", "Request for", "Status", "Comments", and "Notes". There are two rows of data. Below the table, there is a "Select an action" dropdown menu that is open, showing "Select an action" and "Retract Request". To the right of the dropdown are buttons for "Apply", "Details →", and "Add Note →".

Select	Date /	Request for	Status	Comments	Notes
<input checked="" type="checkbox"/>	1/26/2013	Time Off by Days	Submitted	Time-off	
<input type="checkbox"/>	1/26/2013	Shift Swap Request	Submitted	Shift Swap	