How do I...

...request time off (vacation or sick hours)?

Click on the My Pay & Benefits
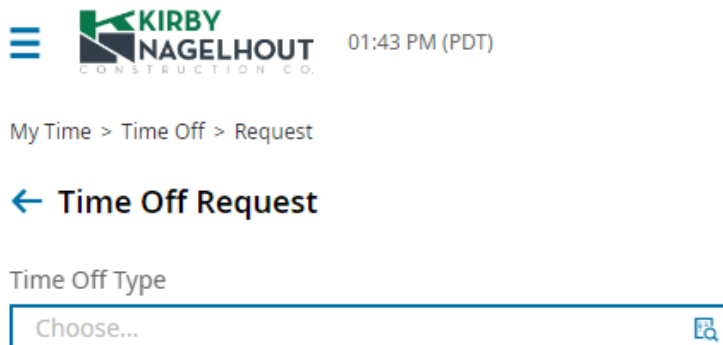

My Time Off

To **ONLY** view your balance available: Click on My Time Off Balances

...or Click on Request Time Off

My Time Off Balances

Request Time Off

Choose the Time Off** Type from the drop down menu

01:43 PM (PDT)

My Time > Time Off > Request

← Time Off Request

Time Off Type

Choose...

==**Make sure to choose SICK or VACATION based on the need**==

Click on Start Request (blue button to the right)

Start Request

Choose Request Type

Request Type *

Full Day
Multiple Days
Partial Day (Bulk)

Choose the date or date range if multiple days

Date *

05/01/2023

Click on Submit Request and then click on OK

✓ **Done!**
Request submitted successfully

OK