

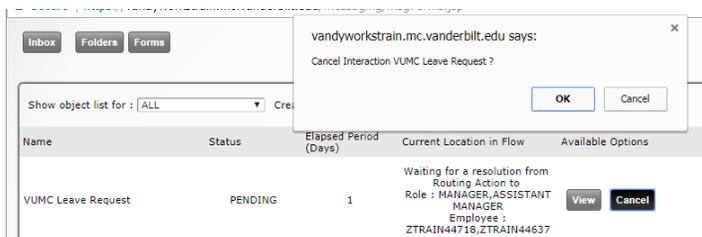
## HOW TO CANCEL A LEAVE REQUEST

### Cancel a Pending Leave Request:

Submitted a request but now you need to change it? DON'T WORRY! You can simply cancel the request. When you do, the form will also be removed from your approvers' messages.

Steps to Cancel a Pending Leave Request:

1. From your Employee Self Service home page, click on Quick Links in the gray bar
2. Click View **My Recent Requests** which is the first link in the list
3. The View **My Recent Requests** form page opens in a new window
4. The last request you submitted is listed at the top
5. Find the request you submitted and click **Cancel**
6. Click **OK** to confirm that you want to cancel the request
7. The request is immediately canceled and the form is also removed from your approvers' messages



### Cancel a Leave Request that has Already Been Approved

You can also cancel a Leave Request that was already approved. Your approved days off are listed at the bottom of the Leave Request form under **Existing Approved Days Off**

#### **Steps to Cancel an Existing Approved Day Off**

1. From your Employee Self Service home page, click Leave Requests to open a new Leave Request form
2. Scroll down to the bottom to view your Existing Approved Days Off
3. Place a check in the box next to each date you want to cancel
4. Click Submit Request and then click OK to confirm you want to cancel the selected dates

#### **Things to know:**

- **This action is immediate!** If you work a set schedule and had a shift scheduled in VandyWorks that was booked off when the initial request was approved, your working shift will be added back to the schedule
- If you did not have a working shift scheduled, the leave shift is simply removed from your schedule
- Your manager will also be notified that you have canceled an **Existing Approved Day Off**
- If you were using paid time off to cover the dates you canceled, those hours will also be automatically added back to your balance in WFM and will be available to cover other requests
- **You cannot submit a Leave Request and request to cancel an Existing Approved Day Off on the same form.** If you do, the form will be rejected by the system and you will need to submit as two separate requests