LEAVE REQUESTS OVERVIEW

The form is available from the Employee Self Service within WFM – select Leave Requests from the navigation tabs across the top of the page and the form displays**:**

TOP SECTION-The top of the form lists your information:
- First row - Name, Hire Date, & Default Job (hired job)
- Second row – *Default shift (your schedule start/end time), Seniority Date, & Home Team
- Third row – Default Hours (number of work hours in your shift), Date/Time Submitted will display once form is submitted, & Available Balance Details link-takes you to the balance report
- Fourth row – Approver Comments will display once processed if entered by approver

If the Default Shift field lists Change Me – Your leadership must enter your shift time before your can submit a request for time off.

Second Section- Enter Requests Details:
- First is a checkbox, Enter Partial Dates (start/end times)? – only select this box if you are requesting off for part of a shift
- Next, is a box with headings
  - Aprv & Reject – checkboxes will display after you submit a requests-a box will be checked will display for each row as the approver approves or rejects your requested dates
  - Start Date – the first date you are requesting to be off
  - Start Time – will only be entered when requesting off for part of a shift
  - End Date – will populate to the first date, if you are requesting one day off, you will not change the end date (this applies to day and night shift) – if requesting more than one date, select the last date for your time off within the week of the start date
  - End Time – will only be entered when requesting off for part of a shift
  - Type – defaults to None, dropdown option is FMLA – more on that below
  - Comments – are optional, will display None once balance is saved or type a comment
  - Bal Use – Choose button that displays the balance choice options to the right (see below)
  - Schd – Button to view the team's schedule for the week of your request, plus one week prior and one week after the requested dates
- Add Rows button on the left and Submit Request button on the right

Third Section – Existing Approved Days Off
- Headings
  - Cancel checkbox to cancel an approved day off
  - Start Date & End Date – dates are listed individually for an approved request; this allows you to cancel specific dates and not the entire request
  - Start Dat & End Date will be listed more than once when more than one time code has been used to cover the balance for a date
  - Type – the time code used for your time off
  - Comments – displays comment entered or the Default LTA Comment
- To Cancel an approve day off, select the cancel button, and then select the Submit Request button above, select okay to acknowledge the message – the date is now cancelled and if you were scheduled for that date your schedule now displays

Fourth Section – Choose how to use your balances:
- Required Hours – total hours for your requested dates displays shaded yellow
- Hours Left - displays total hours and will be deducted as you choose hours per type below

- Type – time codes, also referred to as activity codes
- Number of Hours – numbers for your time off to be entered by the time code to be used
- Hours can be placed next to one time code or divided among two or more
- As you enter hours, the hours left field above will be decreased, it must list 0 hours to save the choices
- You can hover the computer mouse over each field to view a description of the time code listed to the left
- At the bottom of the lists are two buttons: Save Choice and Cancel Choice

Once you select Save Choice you must select Submit Request for your request to be processed!

FREQUENTLY ASKED QUESTIONS (FAQs)

- **I work night shift where my start time is one day and my end time is the next day, why does the form ask for hours totaling two days when I submit the start and date to match my start and end time?** Your shift start and end date are the same date, the date the shift starts- even for night shift, your shift time shows that you work past midnight for that shift.
- **I work every Friday/Saturday/Sunday, the system will not let me put in the start date for Friday and end date for Sunday. How do I enter the dates for time off?** You can enter one week (Sun-Sat) per row. You will enter the dates for Friday and Saturday on the first row and the date for Sunday on the second row. The same applies, if dates you are requesting extend over more than one week, enter the dates for the first week and then on the second row enter the dates for the next week, continue this process until all dates for each week have been entered. You must select choose for each row, enter hours, and save choice.
- **What if you want to enter requests for more than three rows?** Use the Add Rows button – you must enter dates in the first three rows, choose balances and save choices, then select Add Row and a window displays, asking *How many rows would you like total?* The box will list 3, for the number of existing rows, if you want to add one more row change the number to 4, two more rows would be 5, the rows will be added, and you can enter more dates
- **Why are some employees missing from the schedule that displays?** If your team self-schedules, employees with approved time off or a scheduled shift display – if your team is on set schedules, then an employee missing does not have a schedule in the system, or they are PRN and not scheduled during the dates displayed
- **How do I know who my requests went to for processing?** Select Quick Links from the navigation tabs at the top of the page and the forms page displays – this page list your last submitted requests at the top with the status of PENDING until processed or canceled, Waiting for a resolution displays VUNet IDs for approvers, a View button displays your requests & Cancel lets you cancel the requests

More information:

- A balance check for paid time off is done upon submission to ensure you have paid time off available for the hours and dates of the request per time code chosen
- You cannot enter a request for time off and cancel a request on the same form. Cancel the date or dates to be removed and submit the requests and then open a new leave requests form to request your time off
- The leave requests form will allow you to request time off up to one calendar year in advance, however your department may have a policy with a timeline of when dates can be submitted
- If the requests was entered when the balance chosen was available, but before the request was to approved the balance was reduced and is no longer available to cover the hours requested, the form will be rejected with a status of Exception and the subject will state the request has been rejected due balance – any items checked have been rejected, not approved due to insufficient balance.