

Leave Requests Form Overview

The Leave Request Form is available in Employee Self Service within WFM. To access it, select Leave Requests from the top navigation menu.

Section 1: Employee Information

This section displays your basic details:

- Name, Hire Date, and Default Job (your hired position)
- Default Shift (must match your scheduled start and end times), Seniority Date, and Home Team
- Default Hours (number of hours in your shift)
- Date/Time Submitted (appears after submission)
- Approver Comments (if entered by leader during processing)

Important: If the Default Shift field shows “Change Me,” your leadership team must update your shift time in your WFM profile before you can submit a request.

If you work variable shift times, the default shift and default hours should reflect the longest shift.

Section 2: Enter Request Details

- Partial Dates? Check this box only if you request time off for part of a shift.
 - Start Date: First day you want off.
 - Start Time: Enter only if requesting part of a shift.
 - End Date: Automatically matches the start date.
 - For single-day requests, leave unchanged.
 - For multi-day requests, update to the last day off.
 - Requests cannot span multiple weeks; enter each week on a separate row.
 - End Time: Enter only for partial shifts.
 - Type: Defaults to “None.” Use dropdown for FMLA if applicable.
 - Comments: Optional.
 - Balance Use: Click Choose to select how to apply your time-off balances.
 - Schedule: View team schedule for the week before, during, and after your requested dates.
 - Add Rows: Add more rows after completing the first three.
 - Submit Request: Click after saving your balance choices.
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Section 3: Existing Approved Days Off

- Cancel: Check to cancel an approved day off.
- Start & End Dates: Listed individually for approved days, allowing specific cancellations.
- Type: Time code used for your time off.
- Comments: Do not display.

Note: You cannot cancel approved time off and submit a new request on the same form.

Section 4: Choose How to Use Your Balances

Located on the right side of the screen:

- Required Hours: Total requested hours per row (highlighted in yellow).
 - Hours Left: Remaining hours for each row.
 - Type: Select time codes for payment. Hover over fields for descriptions of time codes.
 - Number of Hours: Enter hours per time code.
 - Hours can be allocated to one or multiple codes.
 - As you enter hours, the Hours Left field decreases. It must reach zero to save.
 - Unpaid codes are available for employees who self-schedule and plan to meet their FTE.
 - Save Choice: Save your selections.
 - Cancel Choice: Cancel your selections.
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Frequently Asked Questions (FAQs)

Q1: My shift starts one day and ends the next. Why does the form show two days?

A: The form uses your scheduled start date—even for night shifts, if you select a different date for the start and end it will reflect additional days.

Q2: I work Friday–Sunday. Why can't I enter all three dates in one row?

A: Each row covers one week (Sunday–Saturday).

1. Row 1: Start=Friday, End=Saturday.
2. Row 2: Start=Sunday, End=Sunday.

Q3: How do I add more than three rows?

A: Use Add Rows:

1. Complete the first three rows and save choices.
2. Click Add Rows and enter the total number of rows needed (up to 10).

Q4: Why are some employees missing from the schedule?

A: If your team self-schedules, only employees with approved time off or scheduled shifts appear. For set schedules, missing employees have no shifts during the displayed weeks.

Q5: How do I know who processes my request?

A: Select Quick Links from the navigation menu

- Select View My Recent Requests.
- The last requests submitted is listed first with the approvers in the Current Location in Flow column.
- When processed, your WFM Messages displays the name of the approver in the From column.

Additional Information

- A balance check occurs upon submission to confirm available paid time off.
- You cannot cancel and submit a new request on the same form.
- Your requests for time off for part of a shift must be within the start and end time scheduled.
- If you submit a request that contains existing time off during the dates requested, the form will not be processed. You will see the status as Exception.
- Requests can be submitted up to one year in advance, subject to department policy.
- If your balance changes before approval, the request may be rejected with status Exception.

Need Help?

- Email: wfm@vumc.org
- Help/User Site: www.vumc.org/WFM