Submitting Time Off Requests

When You Do and Don't Need to Submit a Time Off Request

You do need to submit time off requests if you are:

- taking part or all of a day off
- attending a meeting or function that the entire department is not required to attend (i.e. individual training sessions, committee meetings, social functions)

You do not need to submit a time off request if you are:

- attending a meeting or function that the entire department is required to attend (i.e. department meetings, training sessions for the entire department)

How To Submit a Time Off Request

1. Log in to WhenToWork
2. Click the “Request Time Off” link on the main WhenToWork page.
3. Select the date you’d like off from the calendar.
   a. If you are requesting more than one day, select the first day and then adjust the number of days you are requesting accordingly.
   b. If you are requesting only part of a day, click the “Partial or Repeating” button and then enter the start and end times of your request.
4. Enter any comments you’d like to make into the Comments field and then click the “Submit” button. You will receive an email as soon as the request is either approved or denied.