Request Time Off Through When to Work

Use this procedure to request leave in When to Work.

Step-by-step guide

1. Log into WhenToWork: http://whentowork.com/
2. Click the “Request Time Off” link on the main WhenToWork page.
3. Select the date you’d like off from the calendar. If you are requesting more than one day, select the first day.
4. If you are requesting more than one day, change the number of days you are requesting accordingly
5. 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.
6. 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.

Related articles

Leave Guidelines
- Service Rotation Scheduling
- PHD Study Carrel Assignments
- Service Animals Overview
- Access Services Curbside Procedures (Contactless pickup)
- Libraries Weekly COVID stats