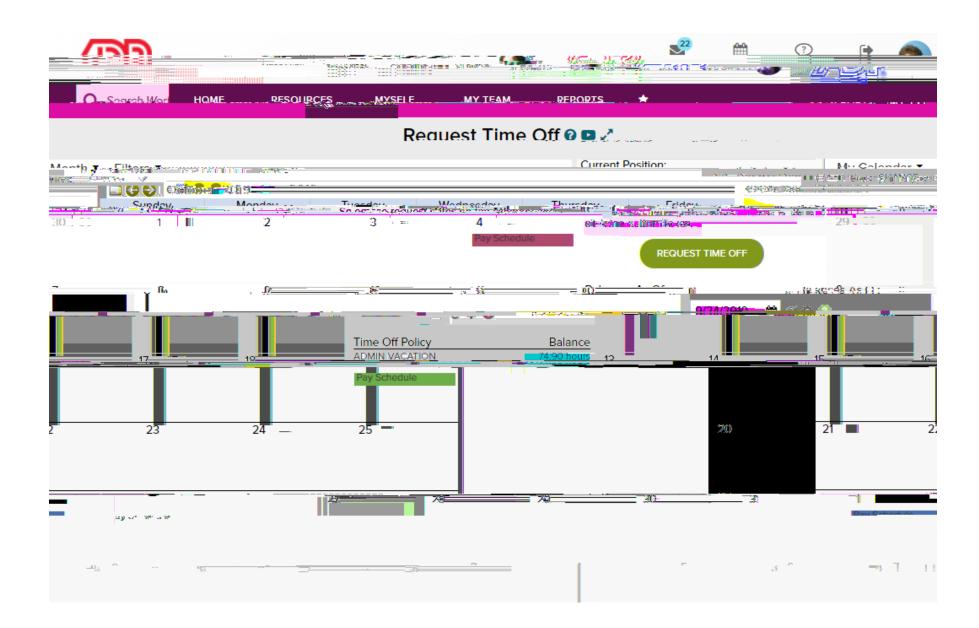
## How to submit a Time Off Request

Myself / Time Off / Request Time Off





Enter your start and end date and the number of hours. There is an option to leave comments and to request a response by date.

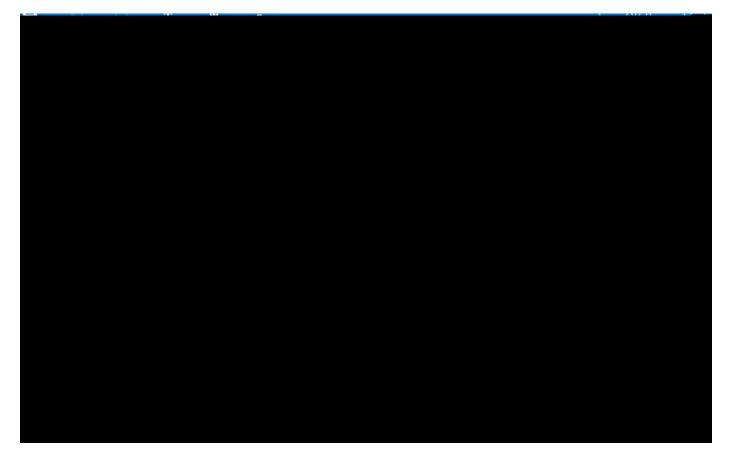
Doguast Timp Off						
Step	1: Enter a Date Range			Current Desition	USER PREFERENCES	
					In the second	nnes as or 👘 🎵 🖓
	v=51210.c×					
	ADMIN VACATION	67.90 hours	tan 2 . Catas Dagwast C	And the second s	estati e	
START TIME	ACTIONS			DATE	TIME OFF POLICY	AMOUNT"
		·		Man Con 20, 201		and the second
IQLA includes any		.700 hours	Diagon recepted where			
				-	nim/aa/yyy/	iii
					<i>h</i>	
				005		
					~	

When your supervisor approves or denies a request, you will receive an email notifying you of such. See example of an Approved request below.

-

				nine on Keque
<u>.</u>	<u></u>			240.00000000
	<u>Elser is 7</u> is Elanosa		Lawrence	1 G C
			÷	
II II II				
lata Kas	spond , .	Quick Steger	, G	iebeen Da
dopotreply@adp.com	n <mark>næn</mark>			
Time off Request Ap	oproved			
-				-

Below is an example of the email your supervisor will receive when you submit a request:



## TIME OFF POLICY OPTIONS

STAFF (Hourly Employees):

Personal / Sck: available in quarter hour increments.

Vacation: available in quarter hour increments; please provide 2 weeks-notice for extended periods of a week or more.

Note: Vacation is accrued at the end of each pay period and becomes available to use at the beginning of the next pay period.

ADMINISTRATION (Salaried Employees):

Vacation: Please provide 2 weeks-notice for extended periods of a week of or extended periods 6()4.9 Tf 106048 37.35 Tm () () The second secon