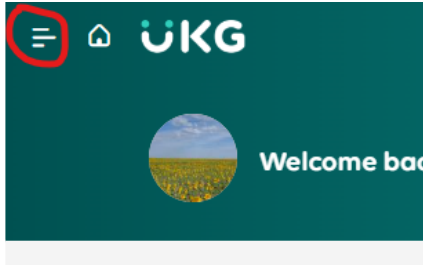




Requesting Governor's Holiday

From My Calendar:

1. Main Menu > My Information > My Calendar




Edit Profile 

Sign Out 


Home

Time 

Schedule 

Workforce Planning 

Dataviews & Reports 

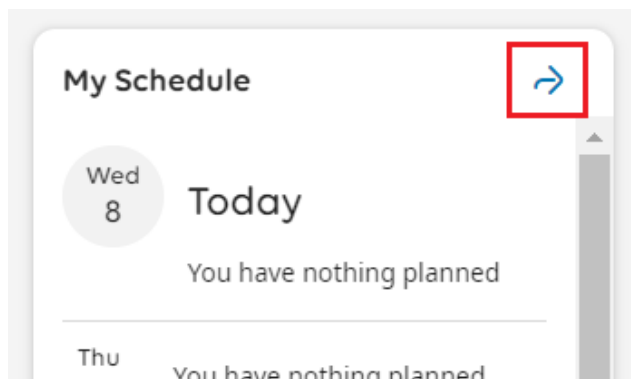
My Information 

My Calendar

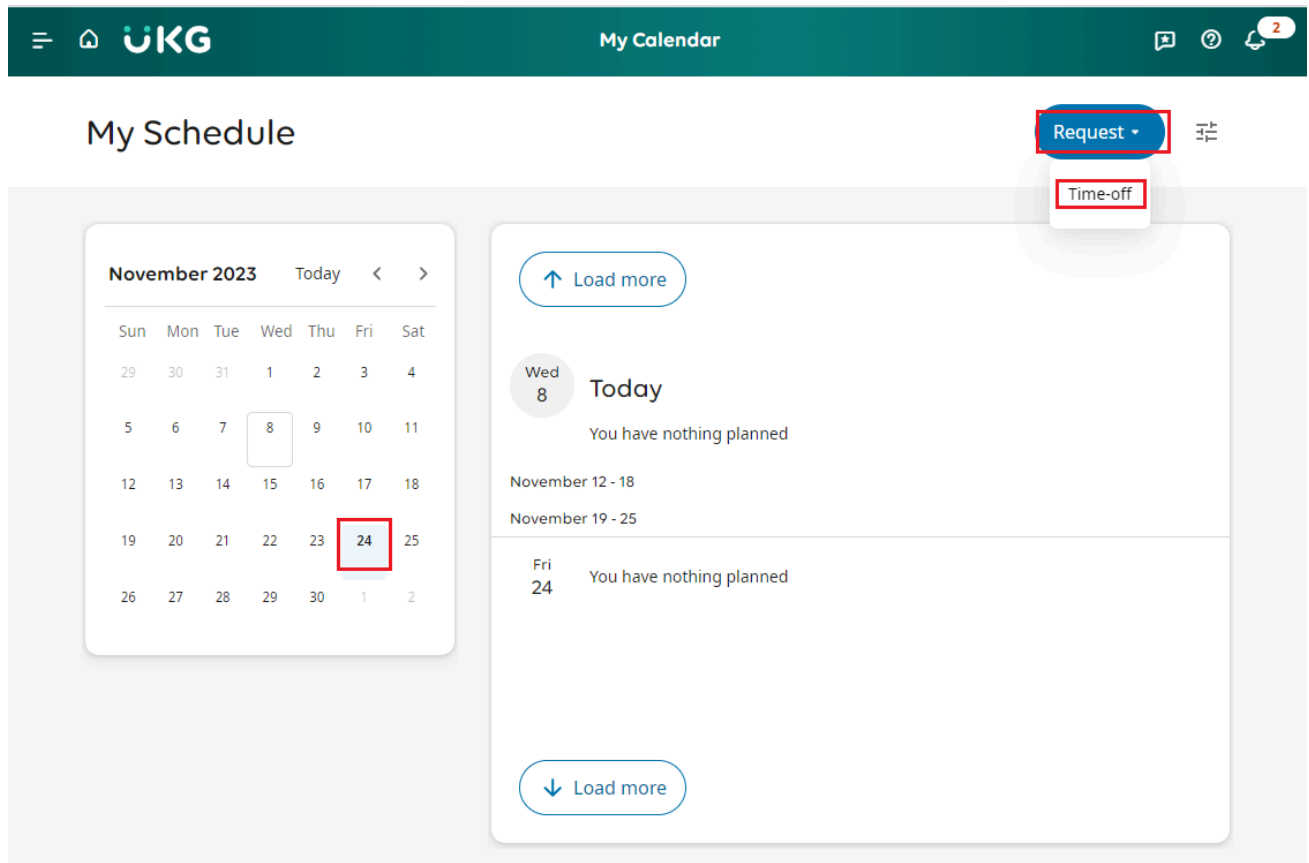
My Timecard

OR

Click the arrow on the **My Schedule** tile



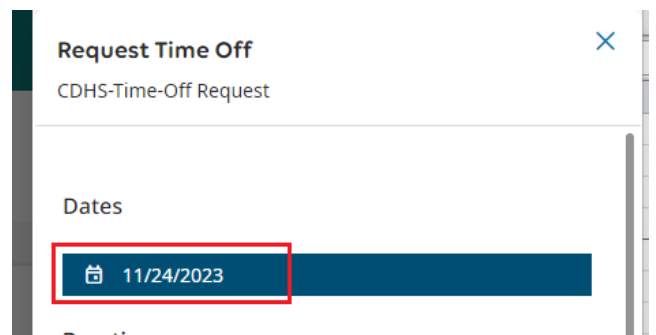
2. Select date for the Governor's Holiday
3. Click **Request** at the top right corner, then select **Time-off**.



4. Verify selected date:

Please Note: If you did not select a date in the calendar, or if you need to change the selected date, click in the blue date bar.

Select the correct date from the calendar, then click **Apply**. To remove dates from the selection, click on those dates.



5. Fill in the blanks:

Duration

- a. **Start Time:** (Example - 8:00 AM)
- b. **Duration HH.hh:** (Example - 8.0)

Deduct From:

Select the **Type of Time Off (Admin Leave Gov Hol-Duration)**

Please Note: This will vary based on your position and role. For example, Essential staff would see a different version: **E Admin Leave Gov Hol-Duration**

The screenshot shows a mobile application interface for requesting time off. The main form is titled "Request Time Off" and "CDHS-Time-Off Request". It includes a date field set to "11/24/2023", a "Duration" section with "Start Time *" set to "8:00 AM" and "Duration HH.hh *" set to "8.00". Below this is a "Deduct from" section with a list of options: "Sick Leave-Duration", "Admin Leave Gov Hol-Duration" (highlighted with a red box), "Admin Leave-Duration", "Annual Leave-Duration", "Bereavement Leave-Duration", and "Comp Time-Duration". At the bottom of the form, there are three buttons: "Cancel", "Submit", and "Review" (highlighted with a red box).

6. Click Submit or Review.

- a. **Submit:** Submit your request to your supervisor to review
- b. **Review:** Will allow you to review and add other days and times
- c. **Review View:**
 - i. Edit (Pencil Icon): pre-selected time
 - ii. Remove (Minus Sign)
 - iii. Comments: You may add a brief comment
 - iv. Add: more time
 - v. Submit: to Supervisor

The screenshot shows the "Review View" of the "Request Time Off" form. It displays the request details: "Admin Leave Gov Hol-Duration (Hours)" for "Friday 11/24/2023" at "8:00 AM [8.00]". There is a pencil icon for editing and a minus sign for removal. Below this is a "Comments [0]" section with a dropdown menu and a text input field. At the bottom of the form, there are three buttons: "Cancel", "Add", and "Submit" (highlighted with a red box).

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