

## TIME OFF PLANS

GCCCD offers multiple time off plans that include, vacation, sick, jury duty, bereavement, etc. Workday tracks all time off accrual and usage. Available time off plans are determined by your employee type, position, and your labor contract/handbook, as applicable. Please reference your labor contract/handbook for time off definitions and accruals formulas at the following link: [GCCCD Labor Contracts](#)

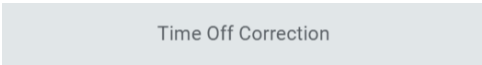








The **Time Off** application provides easy access to tasks that you will use to enter time off requests, preview available time off balances, and correct prior time off requests.


## CANCEL TIME OFF REQUEST (AFTER APPROVAL)

From the **Home** page:



1. Click the **Time Off** application.
2. Select the  button in the Request section.
3. The current month's calendar displays. If needed, use the **arrow**   icons next to the month to toggle forward or backward in time to find the desired time off request.
4. Click on the time off request.
5. Click the **Minus** icon  next to the time off request.

1 item					
		Tuesday, March 7, 2017	Jury Duty	8 Hours	

6. Enter comment that explains why you are canceling this Time Off.
7. Click . The cancellation/correction will be routed to your supervisor.
8. Once the cancellation is approved, the time off will be removed from your calendar and it will no longer impact your time off balances.