

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](#)

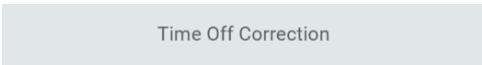




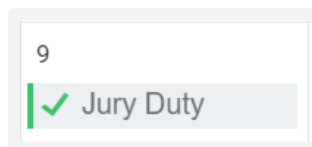
The **Time Off** application provides easy access to tasks that you will use to enter time off requests, preview available time off balances, and correct prior time off requests.

CORRECT 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. Select applicable time off date to be corrected

1 item				
	<input checked="" type="checkbox"/>	Tuesday, March 7, 2017	Jury Duty	8 Hours

6. Use the **Prompt** icon  or type in the **Type** (e.g. Vacation) of time off to be changed to.
7. Type your corrected **Daily Quantity** and add any comments.
8. Click  . The correction will be routed to your supervisor for approval.