

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.

TIME OFF STATUS

Once submitted your time off request remains in a submitted status, until approved. Time off status will be automatically updated when approved by your manager.

Overall Status

In Progress

Due Date

05/13/2016

Details

Process

Process History

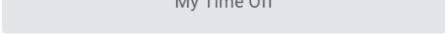
3 items

Process	Step	Status	Completed On	Due Date
Request Time Off	Request Time Off	Step Completed	05/11/2016 05:05:58 PM	05/13/2016
Request Time Off	Approval by Absence Partner	Not Required		05/13/2016
Request Time Off	Approval by Manager	Awaiting Action		05/13/2016

FIND A TIME OFF REQUEST OR CORRECTION

From the **Home** page:

1. Click the **Time Off** application.

2. Select the  button in the View section.

Time Off Requests

Time Off Balances as of Current Date

Time Off Requests

1 item

Date	Day of the Week	Type	Requested	Unit of Time	Status	Time Off Event
03/03/2017	Friday	Jury Duty	8	Hours	Approved	Time Off Request: John Doe