

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](#)

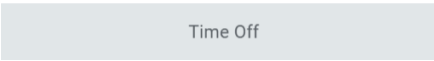




The **Time Off** application provides easy access to tasks that you will use to enter time off requests, preview available time off balances, and correct prior time off requests.

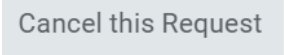


CANCEL A TIME OFF REQUEST (SUBMITTED, BUT NOT APPROVED)

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 forwards or backwards to find your request.
4. Click on the request.

24	25
✓ Vacation	

5. Click the  button that appears in the pop-up window.
6. Comment must be entered to explain why you are cancelling the request.
7. Click  . Time off request is cancelled.
8. Click  . The request is immediately removed from your calendar.