

## TIME OFF PLANS

GCCCD offers multiple time off plans that include, 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 Page](#)



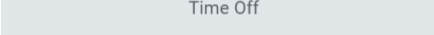
The **Time Off** application provides easy access to tasks that you will use to enter time off requests, preview available time off balances, and correct prior time off requests.



## INITIATE A TIME OFF REQUEST

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.


**NOTE:** You are limited in how far back you are able to make time off requests or changes in Workday. If you need to make changes to time off requests that occurred in a prior period, please email Payroll.

4. Click the desired day(s) you are requesting off.

|    |    |    |                     |
|----|----|----|---------------------|
| 13 | 14 | 15 | 16<br>✓ Sick - Days |
| 20 | 21 | 22 | 23                  |

5. The number of days will populate in the request time off button. Click that button

**2 Days - Request Time Off**

6. Use the **Prompt** icon  or type in what **Type** of time off you are requesting (e.g. Sick).
7. **Daily Quantity** will auto populate 1 day, which can be updated to 0.5 days, if needed for a half-day. The system will generate an **Error** if your time off request exceeds your available balance.

**NOTE:** If you select multiple days off in one request, they need to have **identical** time types and daily quantity of days (either 1 or 0.5). If your days off are not identical, then these need to be submitted in separate requests.

Submit

8. Click .