

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 BALANCES

View future projected balances by changing the **Balance as of** date.

Your labor contract/handbook determines how much paid time off you accrue. Your projected time off balances depend on how you accrue time off, the frequency of accruals, and how much time off you have already taken or requested.

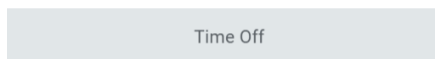
Balances as of today's date also appear on the left side of the Request Time Off screen. Future balances may be viewed by changing the View as of Date.

VIEW YOUR TIME OFF BALANCE


From the **Home** page:



1. Click the **Time Off** application.
2. Balances as of **Today** are displayed.
3. To view time off balances as of a specific date, select the **Time Off Balance** button



in the View section.

4. Use the **Calendar** icon  or type the desired time off **Balance as of** date.
5. Click **OK** and your balances will be displayed.

NOTE: Your projected time off balances depend on how you accrue, the frequency of your accruals, and how much time off you have already taken or requested.