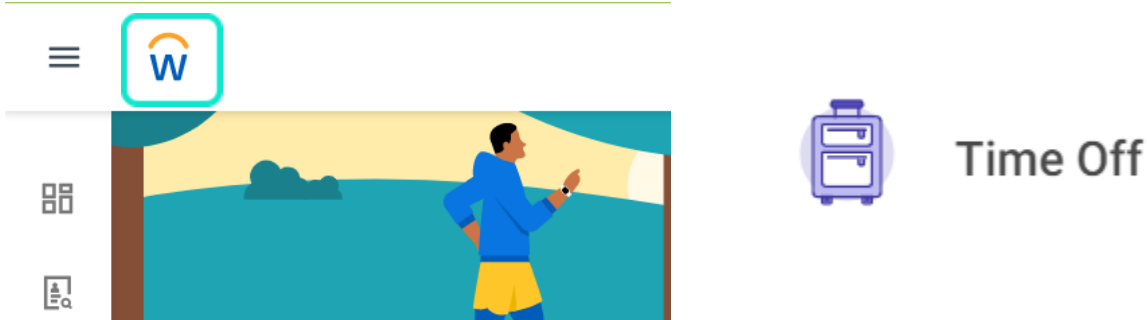


Find out how to request Time Off. The process is the same for CALIFORNIA and NON-CALIFORNIA team members.

## Enter Time Off

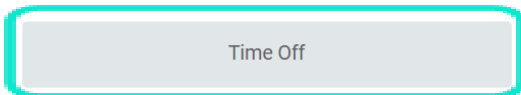
From the Workday Homepage:

1. Click on the Time Off worklet under the global navigation icon.



2. Click Time Off under Request.

Request



3. Click on one or more dates on the calendar and click the Request Time Off button in the bottom left.

**Balances**

Balance as of 02/07/2023

18.24 Hours

**Balance Per Plan**

Floating Holiday  
8 Hours

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Paid Time Off  
10.24 Hours

Today < > February

Sunday	Monday
29	30
5	6
12	13
19	20
26	27

1 Day - Request Time Off

4. First, select Paid Time Off for Type. Then, under Position, select one of your multiple Exos positions you would be working on this date. Finally, under Daily Quantity, enter the number of hours you are requesting off (or leave as "8" hours if you typically work an 8-hour shift). Selecting the correct position will ensure that you receive the correct pay rate for your paid time off. Type in a note in the Comment box, if desired, and click Submit to complete. This Time Off Request will route to your manager's Workday inbox for approval.

When Monday, February 13, 2023

Type \*

Position \*

Daily Quantity \*

Unit of Time Hours

Comment



enter your comment

Submit

Cancel