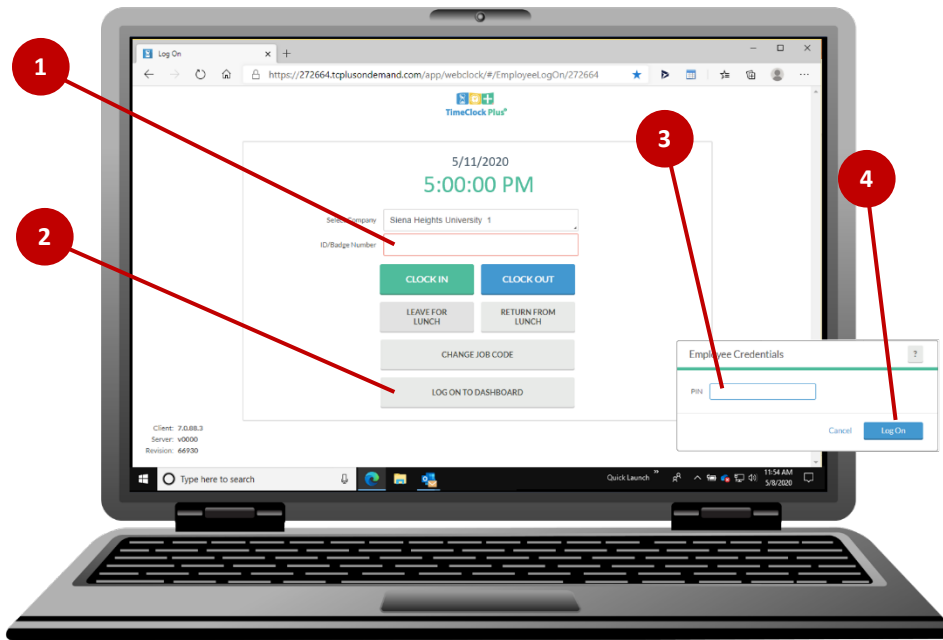


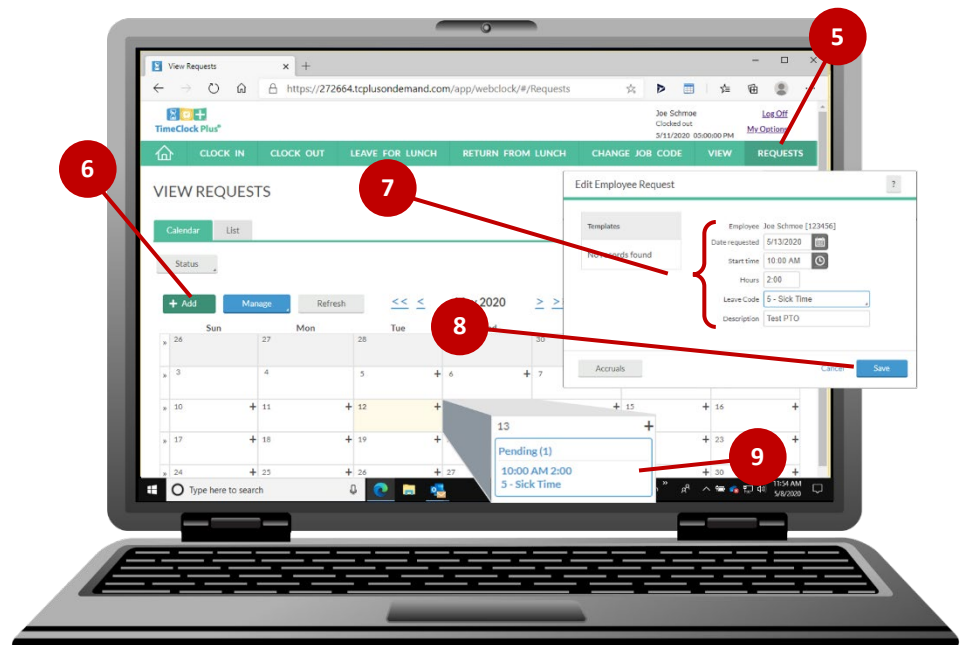
# REQUESTING VACATION, PTO, AND SICK TIME



Web Client shown

1. You must first log on to the TimeClock Plus system. Enter your employee ID.
2. Click the **LOG ON TO DASHBOARD** button.
3. The **Employee Credentials** box opens. Enter your current PIN.
4. Click the **Log On** button.

5. Click on the **REQUESTS** menu.
6. Click the **+ Add** button.
7. When the **Add Employee Request** box opens, enter the following information:
  - a. **Date Requested** - The date your time off will begin.
  - b. **Start Time** - The time of day your time off will begin.
  - c. **Hours** - The total number of hours per day from the start time your time off will last.
  - d. **Days** - The number of days this time off will be repeated.
  - e. **Leave Code** - The type of leave (e.g., vacation, sick, PTO, bereavement, etc.) requested.
  - f. **Description** - Any additional comments you wish to add.



Web Client shown

8. Click the **Save** button.
9. If the amount of leave requested is still available, your request will display on the calendar as a **Pending** request, and your supervisor will be able to review your request.

**Note:** If you are requesting a block of time that includes a weekend or holiday (e.g., Tuesday through Monday), you may need to submit multiple requests (e.g., one for Tuesday through Friday, and one for the following Monday).