

Time Off or Absence not yet Approved, Cancel

This job aid provides step by step instructions on how to cancel a time off or absence that has not yet been approved. The process differs if the request has already been approved. See the job aid [Time Off or Absence Already Approved, Correct or Cancel](#).

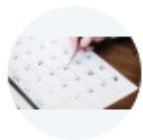


If you would like to cancel both your time off and your protection under Family & Medical Leave, **it is a two-step process**: Step 1: Cancel the time off request and Step 2: Cancel the protected absence under Family & Medical Leave.

Step 1: On the *Home* screen, click the **Absence** worklet.



Step 2: Click **Request, Cancel or Correct My Absence**.

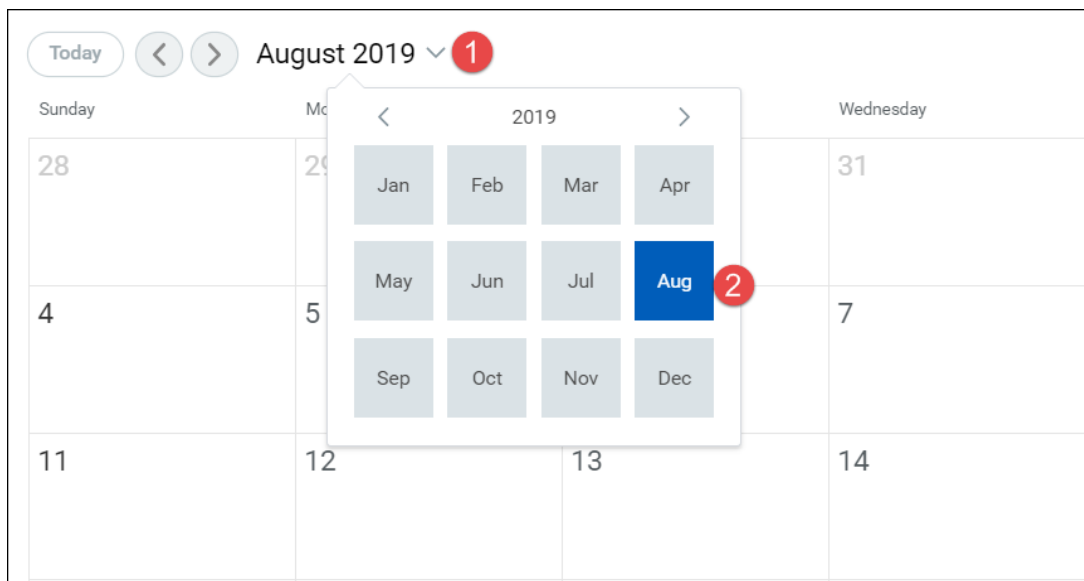


Absence Calendar

Click link below to go to your Absence Calendar.

[Request, Cancel or Correct Absence](#)

Step 3: On the *Absence Calendar*, click the **down arrow** prompt to navigate to the correct month (1). Click the **month** for the leave entry (2).



Step 4: After locating the absence dates, click on the gray *absence type box* which hovers over the dates. The absence types in the example below are *Vacation* and *Family & Medical Leave / Self*. You will process each one individually. Repeat the steps choosing the other absence type to complete both.

Today	<	>	August 2019	▼		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
				Family & Medical Leave / Self - Serious Health Condition		Vacation
25	26	27	28	29	30	31
	Family & Medical Leave / Self - Si					
	Vacation					

Step 5: From the *Details* window, click **Cancel this Request** to cancel the selected absence dates.

Details

3 items

Date	Type	Position	Start Time	End Time	Requested	In
08/22/2019	Vacation	Human Resource Analyst 1			8 Hours	0 1
08/23/2019	Vacation	Human Resource Analyst 1			8 Hours	0 1
08/26/2019	Vacation	Human Resource Analyst 1	08:00:00 AM	12:00:00 PM	4 Hours	0 1

Cancel this Request

Close



If the dates were all requested as one event, they will need to be cancelled as one event. Then you can enter the correct dates.

Step 6: Enter a Comment and click Submit.

Overall Process Absence Request: [Redacted]

Overall Status In Progress

Due Date 08/10/2019

Details

Request Details 3 items

Date	Day of the Week	Type	Position	Start Time	End Time	Rec
08/22/2019	Thursday	Vacation	Human Resource Analyst 1			
08/23/2019	Friday	Vacation	Human Resource Analyst 1			
08/26/2019	Monday	Vacation	Human Resource Analyst 1	08/26/2019 08:00:00 AM GMT-08:00 Pacific Time (Los Angeles)	08/26/2019 12:00:00 PM GMT-08:00 Pacific Time (Los Angeles)	

Event cancelled.

Process History

[Redacted] - Due 08/10/2019


Request Time Off - Step Completed

Manager to Review Absence Request - Awaiting Action

Submit Cancel

Click Done.

Event Canceled Absence Request: [Redacted] Actions X Print

 Process Canceled

> **Details and Process**

Done

Note:

Time Off – vacation, sick, personal business, etc. Employee requests route to the Manager.
Absence – Family & Medical Leave (FML). Employee requests route to the Absence Partner.