

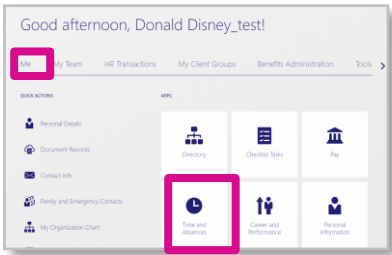
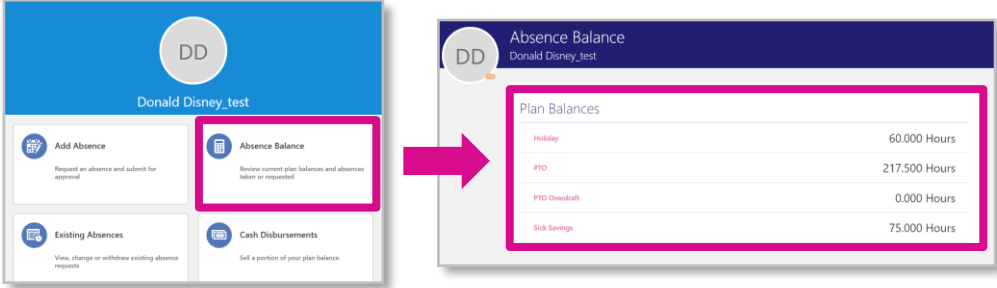
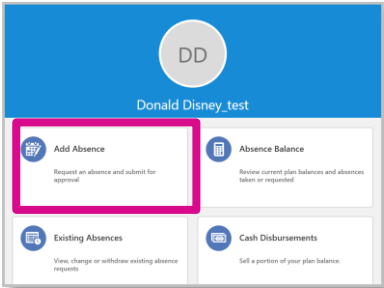
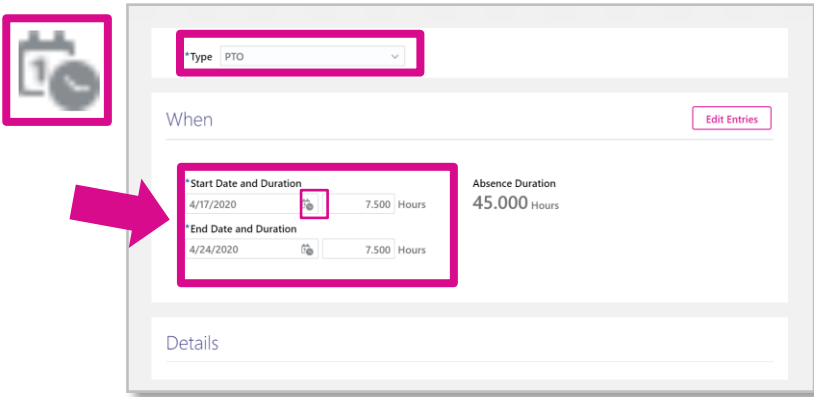


OVERVIEW

This document provides instructions for how to submit a time-off request in Sinai Cloud.

AUDIENCE

- Employees paid by Sinai Cloud who do **NOT** use a time and attendance system (Kronos, Acustaf, Laborworkx, Clairvia, etc.).

Submitting a Time-Off Request	
<ol style="list-style-type: none"> 1. Click the Me tab on the Sinai Cloud landing page. 2. Click on the Time and Absences tile. 	
<p>The Time and Absences window will appear.</p> <ol style="list-style-type: none"> 3. Click Absence Balance. 4. Review your absence balances. <p>Note: Only qualification absence balances are shown. A qualification absence is an absence you qualify for based on your role (e.g., PTO, Vacation, FMLA, Sick Leave, etc.)</p>	
<ol style="list-style-type: none"> 5. Click Add Absence. 	
<ol style="list-style-type: none"> 6. Select an absence type from the Type drop-down menu, such as PTO, Vacation, FMLA, Sick Leave, etc. 7. In the Start Date and Duration field, type the date you will begin your time off. 8. In the End Date and Duration field, type the date you will return to work. <p>Note: The system calculates hours automatically.</p>	



Submitting a Time-Off Request (cont'd)

9. Scroll down to the **Comments**. Type a reason for why you are requesting time off.
10. Scroll to the top of the page and click **Submit**.



11. Return to the **Existing Absences** page to verify your request.

Note: The request is marked as **Awaiting approval**.

When the status of the request changes, you will receive an email notification. If approved, the status will update to **Scheduled**.

