Employee handbook

Time off

HR / FIELD GUIDE 01

How do I request time off?

SOURCE PASSAGE

Employees request time off in the HR portal under Time Off. Select the dates and submit the request for manager approval.

01 Choose the dates

Open the HR portal and select Time Off. Check that the dates shown match the days you intend to take.

02 Send the request

Submit the dates to your manager for approval. A submitted request is still awaiting a decision.

03 Check an individual balance

For a personal leave balance or a question about an existing request, contact HR through the employee portal.