

# Deleting Time Off

**Time Off Request**

\* Time Off Code:

\* Reason:

Description:   
Maximum characters: 200, Remaining characters: 179

\* Start Date:

Days:

Start Time:

Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Asterisk (\*) denotes a required field

▶ 04/30/2015 Thu	8:00 am	1 Days Used	Approved	Current	School Business Days	PROFESSIONAL	Added by BARBARA SHAR
▶ 04/30/2015 Thu							

To delete a day that has already been approved, add a request for time off for the exact same date but enter the day as -1. Your supervisor will approve the negative absence and it will 'wash out' your original entry.