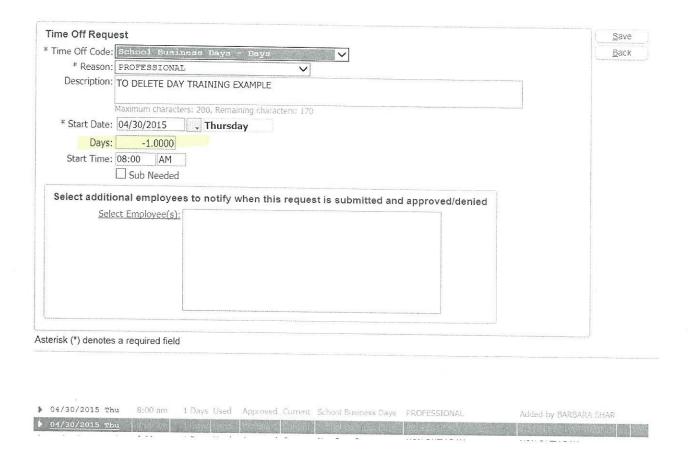
Deleting Time Off



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.