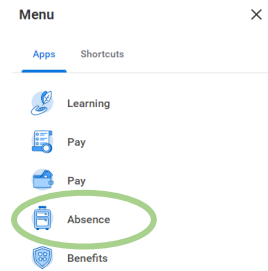
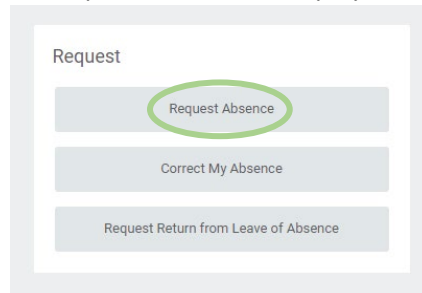


Requesting Volunteer Time

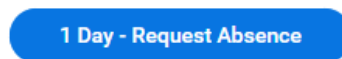
1. Select the **Absence** app from the menu:



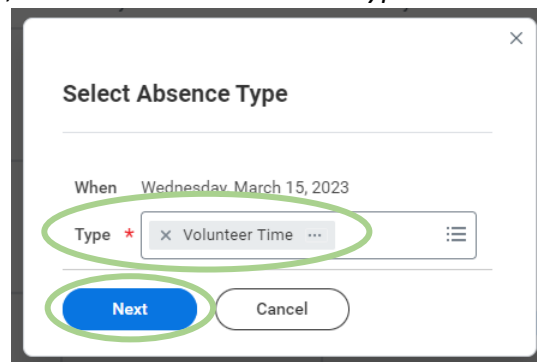
2. Select **Request Absence** from the *Request* menu that displays:



3. Select the date that you would like to request for Volunteer Time on the **Absence Calendar** that displays.
4. Select the **X Day – Request Absence** box that becomes available on the left-hand, bottom side of the screen:



5. In the box that appears, enter **Volunteer Time** for *Type* and select **Next**:



6. Enter a comment (optional) and **Submit** the absence request.
 - a. The request will then appear grayed out on the **Absence Calendar** as it will be pending approval by your manager.
 - b. Once your manager has approved the absence request, the calendar event will show as green your **Absence Calendar**:

