If an employee has a valid absence case in which intermittent time off was approved, a time off request can be submitted against the case.

1. Log into EmpCenter.
2. Click on the link in the Schedules frame for My Time Off.
3. Click on the button.
4. The “I need to request time off for…” window appears. Select the intermittent leave request by clicking the green arrow.
5. The “Create Time Off Request” window appears.

6. Select the appropriate Pay code from the drop-down list. In most cases, this will be “Sick” for Salary Employees, “Hourly Sick” for Hourly Employees, and “Sick Physician Documented” for CWA employees.
7. Enter the day on which you want to begin your time off in the **Start Date** and enter the end date in the **End Date** field. The calendar icon may also be used to select a date.

**NOTE:** The Start and End Date must fall between the Case Dates.

8. Enter any **Comments** as needed.

9. Click the **Next** button.

10. Review and edit the number of hours, or in and out times, for each day. Salary and CWA employees will see total number of hours and Hourly employees will see in and out times.
11. If any changes are made, click the **Update** button to save the changes.

12. Click the **Submit** button to submit the request.