
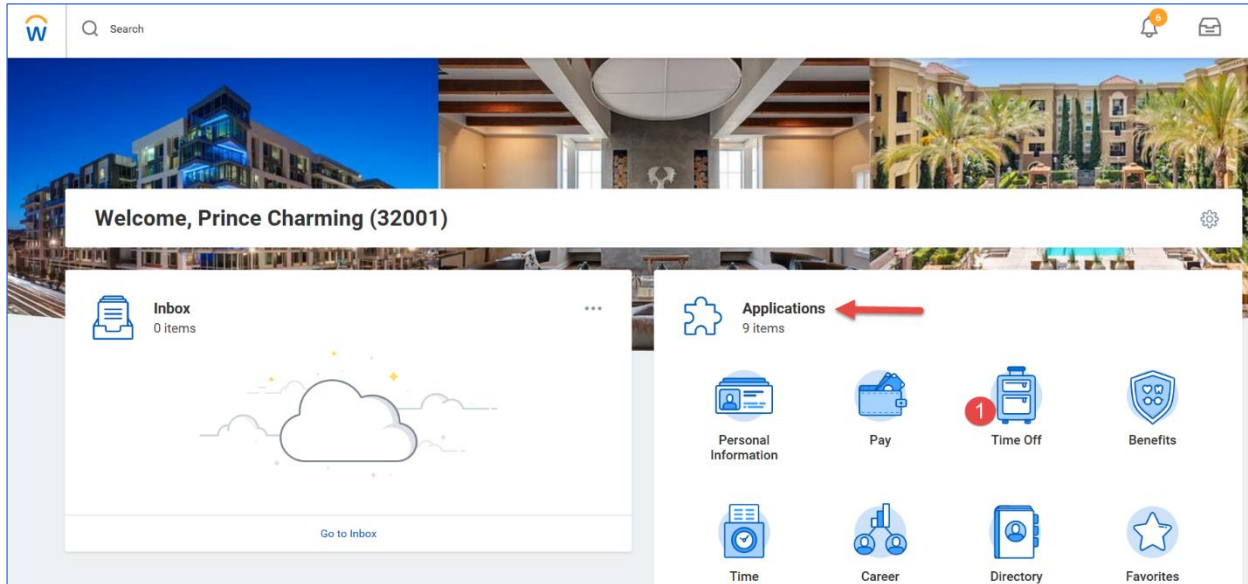


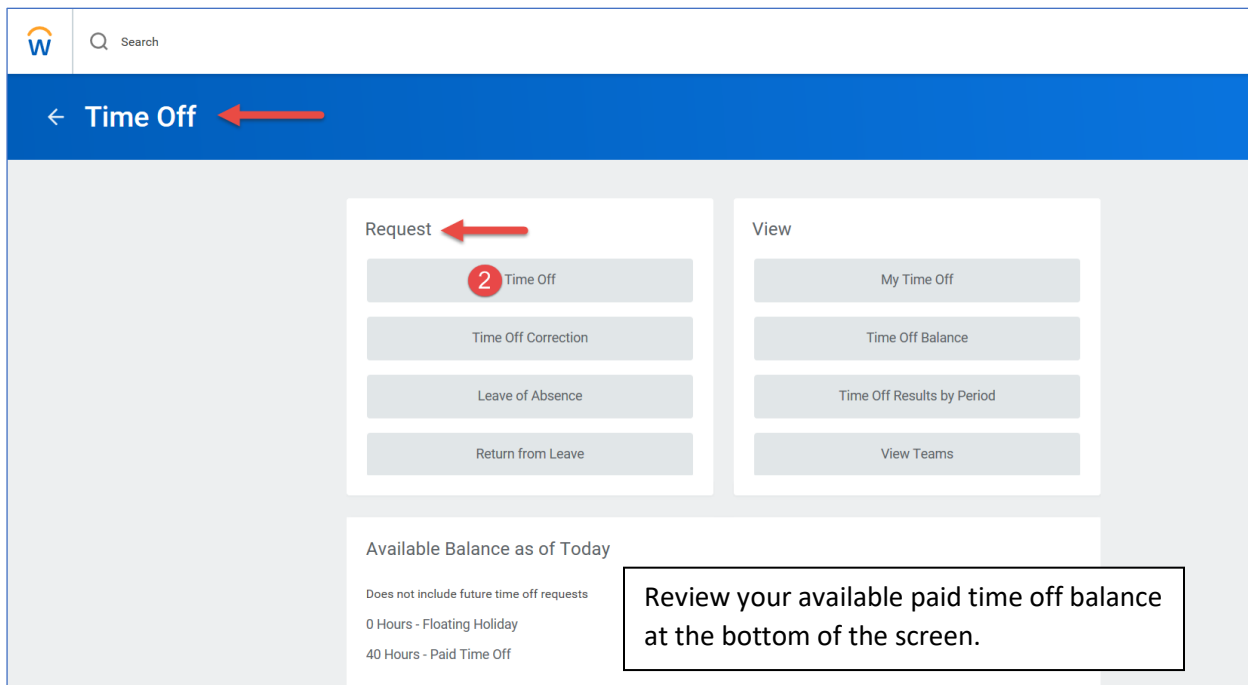
How to Request Special Circumstances Sick Leave

1. To request a time off, select the **Workday** icon  on OKTA. On the Workday homepage, select **Time Off** from **Applications**.



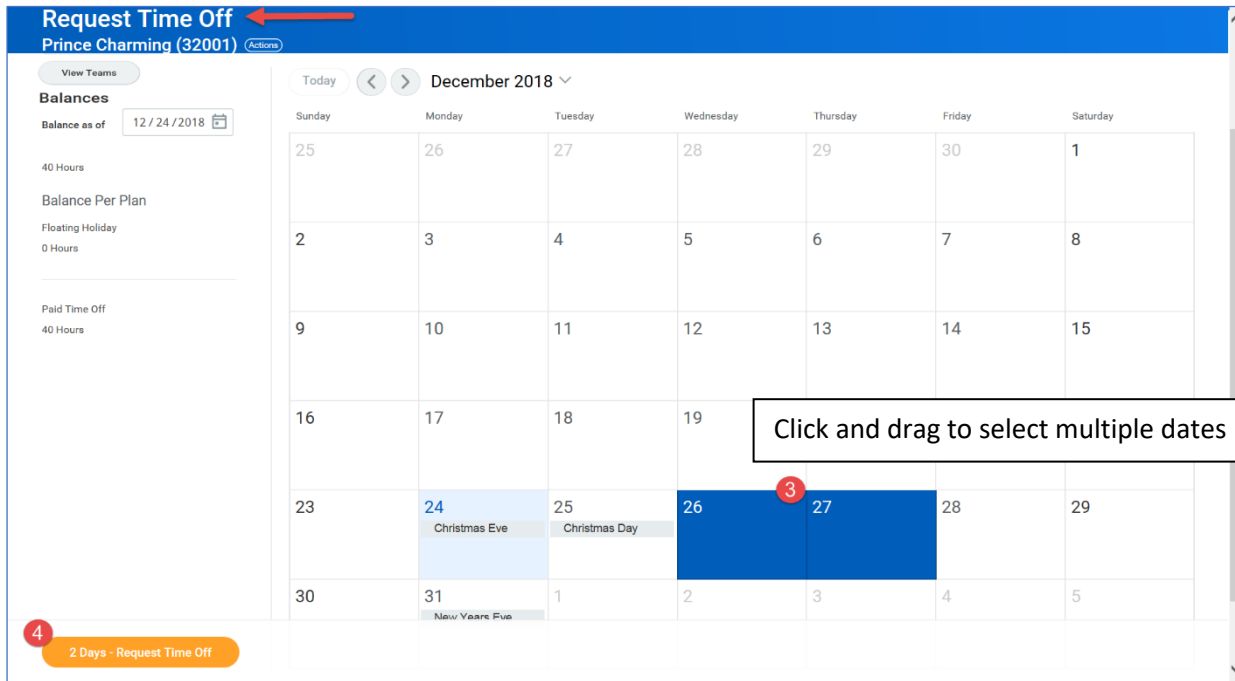
You'll be directed to the **Time Off** screen.

2. Select **Time Off** under the **Request** section.



How to Request Special Circumstances Sick Leave

- On the **Request Time Off** screen, select the dates for which you want to request time off.
- Click the **Request Time Off** button.



The **Request Time Off** popup window will be displayed. Enter the following information:

- Select **“Special Circumstances Sick Leave”** for **Type**
- Daily Quantity** defaults to 8. Enter the number of hours in the **Daily Quantity** field if you are requesting less than 8 hours of time off. **(Please refer to Special Circumstances Sick Leave Policy for plan details)**
- Please add a **Comment** regarding the special circumstance.
- Click the **Submit** button to complete the time off request and send it for an approval.

