

Submit Time Off Request

Last updated June 4, 2020

Requesting COVID-19 Time Off

In compliance with the City & County of San Francisco Public Health Emergency Leave (PHEL), CCA is providing up to 80 hours of paid Public Health Emergency Leave (PHEL) to each employee who performs work in San Francisco (regardless of employment length) for use when they are unable work or telework due to specific COVID-19 related reasons specified in the PHEL.

Accruing a Negative Sick Time Off Balance (staff regular employees only):

To support staff regular employees during the COVID-19 pandemic, CCA is allowing staff regular employees who have used up all of their accrued sick time, to take up to an additional 3 months (approximately 22.5 hours) of accrued sick time. This means that these employees will be permitted to accrue a negative sick time off balance, while this policy is in place.

Steps to Request Time Off

1) Run the **[Request Time Off](#)** task (from the **Time Off** worklet, you can click the **Time Off** link).

2) Read the definitions/policies for types of time off at the top of the screen.

3) Check your time off balance in the sidebar to make sure you have accrued enough hours/days for your request.

- You can see [detailed information on your time off balance](#) elsewhere.
- Only salaried (exempt) employees can project future time off balances.

4) If needed, [check to make sure your time off doesn't overlap with other team members' time off](#).

5) Select the day(s) you wish to take time off.

- Click to select a day or click and drag to select consecutive days.
- Click on a selected day again to deselect it.

6) Click the orange **Request Time Off** button. This button will display the number of days requested.

7) Click the **Type** dropdown, then select the type of time off you are requesting.

- You can only submit one type of time off per request. Submit any other types of time off separately.
- For COVID-19 related sick time, select "**COVID-19 Sick**" from the dropdown. You must also enter a comment when selecting this option.

8) In the **Daily Quantity** field, enter the number of work hours being taken off per day.

- The same **Daily Quantity** is applied to all days included in the request. Submit a separate time off request for which the **Daily Quantity** differs.

- This field defaults to 7.5 hours (a full work day in accordance with CCA's normal business hours), but you may need to change it according to your expected daily working hours.

9) For either of the following time off types:

- **COVID-19 Sick**
- **Unpaid Time Off** (Exempt employees only)

select the available **Reason** from the picklist and provide a brief explanation in the **Comment** field.

10) Click **Submit**.

Check Request Status

You can check on the status of a submitted time off request using the [My Time Off](#) report (also accessible from your **Time Off** worklet).

The resulting table shows submitted requests. Check the *Status* column to see if the time off has been *Approved* or if your request is still in progress.

This screen only shows you time off requests for one position. Pay attention to the *Manager* listed on the screen if you hold more than one position.

Up Next

- [Cancel a pending time off request](#) (after submission but before approval)
- [Modify previously approved time off](#) (correct time off requests even after approval)