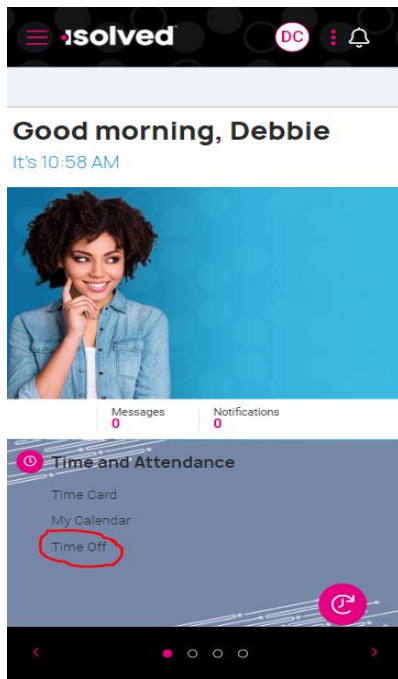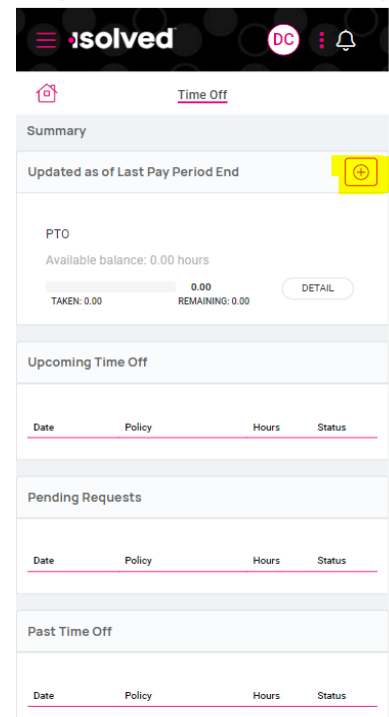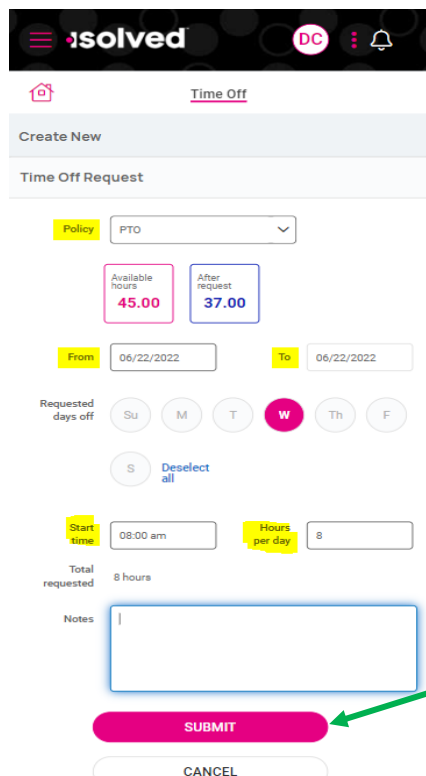# How to Request Time Off in Adaptive (AEE) Mobile

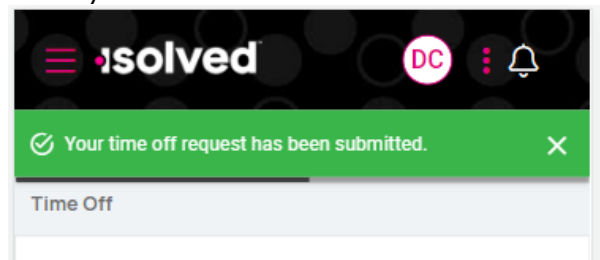1. Under Time and Attendance, click Time Off

2. Click the plus button inside of the pink square

3. Select the policy, From and To, Start Time and hours per day. Then click submit

4. You will see a green banner letting you know your time off was submitted

5. Your time off request will appear under Upcoming Time Off and under Pending Requests. If you need to delete a pending request, use the ellipse.