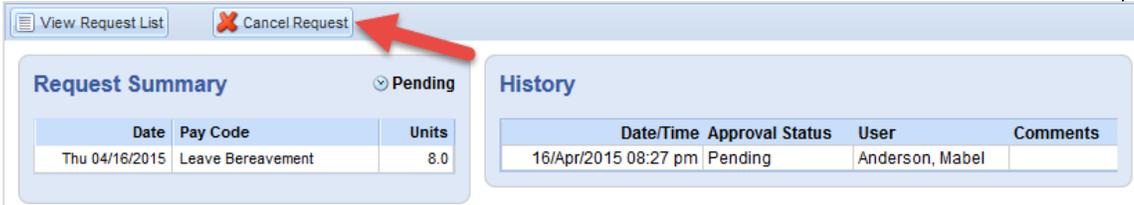


Cancelling Time-Off Request

1.	Go to Schedules → My Time Off .
2.	Select the Current tab.
3.	Select the respective time off request. The View/Cancel Time Off Request window appears listing the details and history of the request.
4.	Click Cancel Request button to withdraw your request.  The Reason for Cancellation window appears. Enter your reason for cancellation, if necessary.
5.	Select Cancel Request . The My Time Off window appears again, showing the status of the request as cancelled.