### 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.

   ![View Request List](Image) ![Cancel Request](Image)

   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.