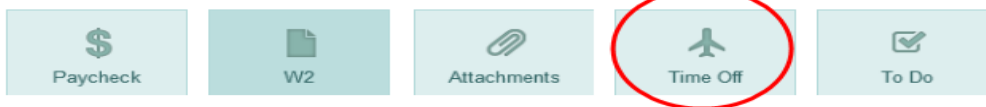


Dominion REQUESTING TIME OFF

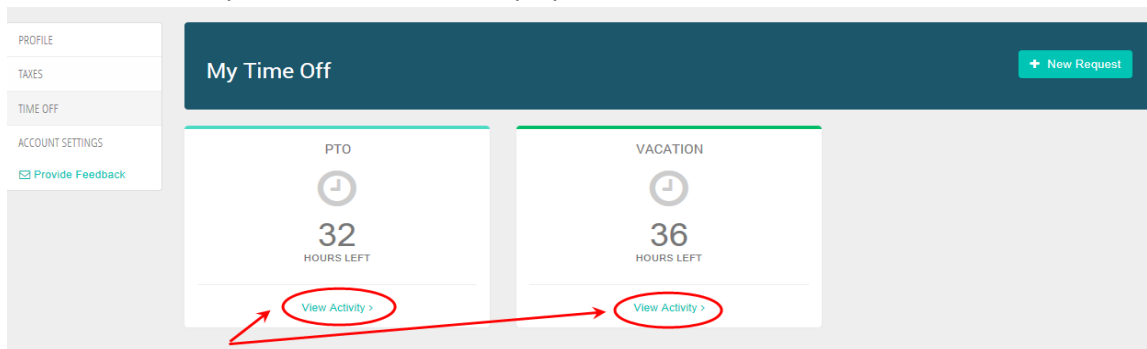
To access Leave Management, click on the airplane icon on the Dominion Homepage.

Welcome, Laura! [Help](#)

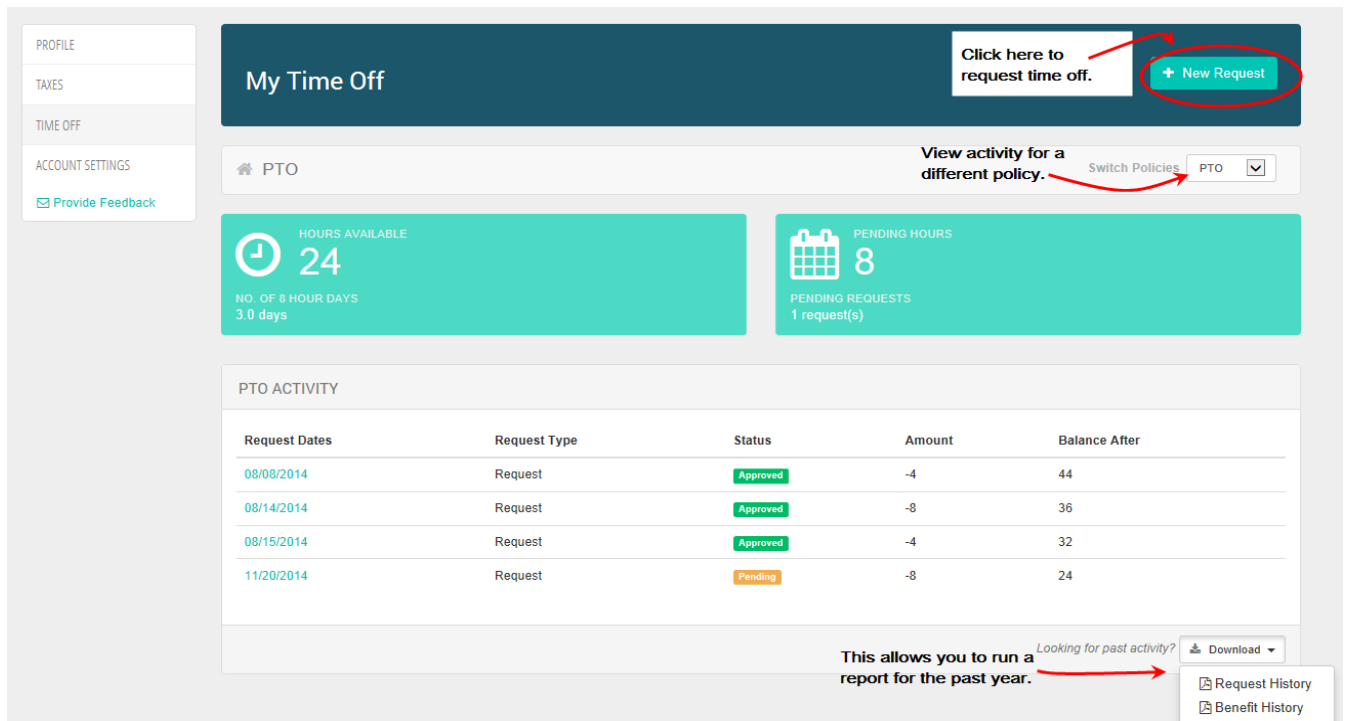
Shortcuts



A dashboard with your balances will be displayed.



Select the view activity link to display time off activity.



Requesting time off - Full day or multiple dates:

Request Time Off [\[Help\]](#)

Policy: PTO

Employee: Anderson, Jill

Request From: 12/19/2012

Request Until: 12/20/2012

Enter Amount If Partial Day:

From: AM PM

To: AM PM

Notes To Approver:

Notes From Approver:

If more than one policy is available, the employee must select the appropriate policy.

Enter the dates of the request. If the request is for one day, the from and until dates should be the same.

The employee can leave notes for the supervisor.

Click the **Request** button.

Requesting time off - Partial day:

Request Time Off [\[Help\]](#)

Policy: PTO

Employee: Anderson, Jill

Request From: 12/17/2012

Request Until: 12/17/2012

Enter Amount If Partial Day: 4

From: 01:00 AM PM

To: 05:00 AM PM

Notes To Approver: Shopping

Notes From Approver:

If more than one policy is available, the employee must select the appropriate policy.

Enter the dates of the request. If the request is for a **partial day**, the From and Until dates must be the same date.

If this is a **partial day**, enter the number of hours of the request.

If this is a **partial day**, it would be helpful to the supervisor to know which hours the employee will be away from work.

The employee can leave notes for the supervisor.

Click the Request button.