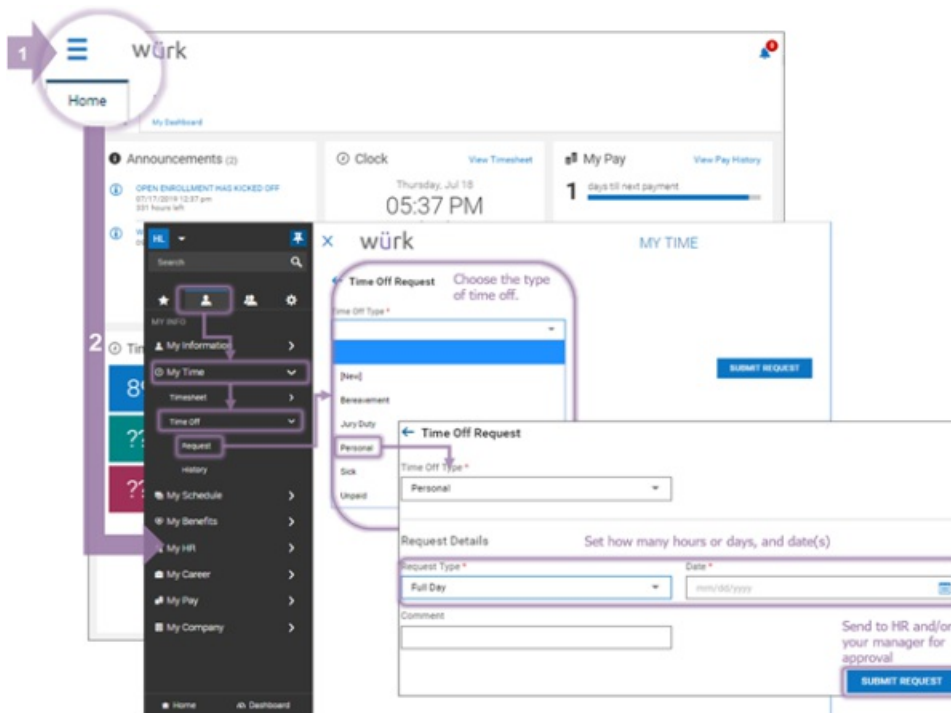# Request Time Off

Last Modified on 01/07/2022 12:30 pm EST

This topic guides you in requesting time off in the latest version of Wurk. Examples are shown for a typical Wurk employee on the web application. System behavior on the mobile application is very similar, so this guide can be used for either.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

1. After logging into Wurk, click the "hamburger menu" in the upper left corner to open the Main Menu.

2. From **My Info**, expand **My Time>Time Off** and select **Request**. This opens a new time-off request.

Click History from the Main menu under **My Info> My Time>Time Off** to see your submitted requests.

3. Once you choose the type of time off, enter details about the length of time and dates.

> If you need to request time off for
> COVID-19 /
> Coronavirus, talk to your manager. This is a special time off code that your manager needs to enter in your timesheet for you.

4. Once you click **OK**, your request will be listed under **My Info> My Time>Time Off>History** (example of a single personal day requested below). Once it is approved, the hours will auto-populate on your timesheet.