

## How to Request Birthday Leave

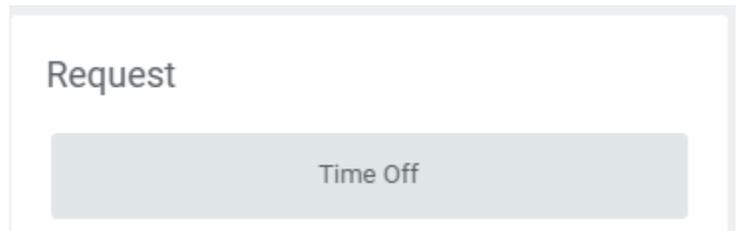
Before you request time off for your birthday, please consider the following restrictions.

- Birthday leave must be taken during the month of the employee's birthday
- Birthday leave can only be taken once per year and for a maximum of 8 hours
- Birthday leave is not guaranteed, therefore, discuss the time you wish to take off with your supervisor at least 2 weeks in advance

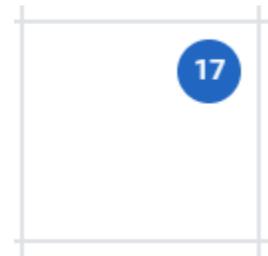
1. Login to SSO and click on **Workday**
2. On the Home Page, click on **Time Off**



3. Under Request, select **Time Off**



4. Select the day that you wish to request time off



5. Click on the blue button in the bottom left-hand corner; it should say **1 Day – Request Time Off**

**1 Day - Request Time Off**

6. For Type, you will select **4-Other Emergencies**
7. Daily Quantity will be the amount of hours you wish to take off from your usual work schedule; usually, this amount is **8** to account for a typical work day
8. In the comments, please type **Birthday leave**

When Wednesday, September 23, 2020

Type \*

Daily Quantity \*

Unit of Time Hours

Comment

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9. **Submit** your request