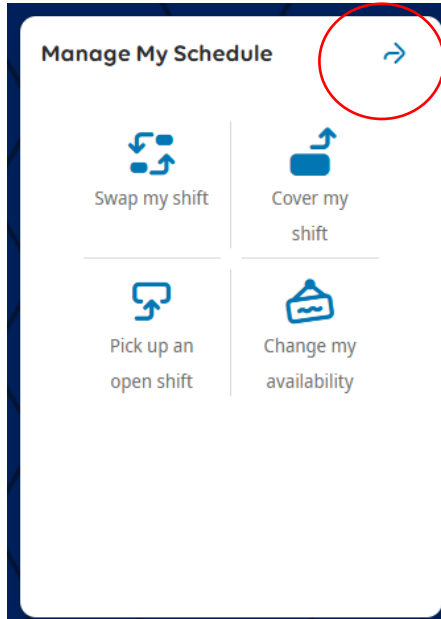




Entering Time Off Requests: Highland Hospital

Depending on your tile options, select either **Manage My Schedule** or the **My Schedule** tile and click the arrow in the upper right. Select the **Request** button.



Select the desired time off request from the list then select **Apply**.

Request Time Off ✕

Type of Time Off

- UR Bereavement
- UR Conflict Day
- UR Education
- UR Jury Duty
- UR School Conflict



Select your date(s) on the Calendar. Select **Apply**.

Request Time Off ✕

Select a date.

◀ Today ▶
Previous Year Today Next Year

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

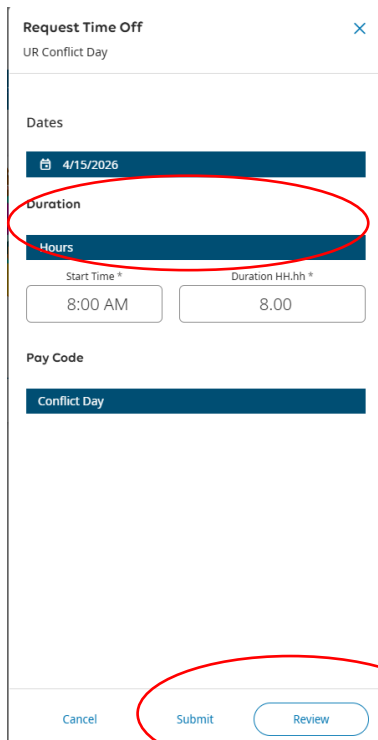
May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Cancel Apply

Verify your selected date(s) and pay code is accurate. In the example below, the employee is requesting 4/15/26 off and the paycode is "Conflict Day".

Enter your **Start Time** and **Duration**. In the example below, the start time is 8:00 a.m. because the employee typically begins their workday at 8:00 a.m. The duration they are requesting off is 8 hours because they work

an 8-hour day and they would like the full day off. If they were requesting a half day in the afternoon, they would have entered 12:00 p.m. as the start time and 4 hours for the duration.



Select **Review**. Verify Information is correct and add any comments. Select **Submit**.

Your manager will then receive a notification to review/approve.

In all cases, refer to policies and unit scheduling guidelines for submitting requests. (For example, there may be a limit to the number of Conflict Days which can be requested in a scheduling period.)