

Requesting/Submitting Time Off

The 7 types of time off:

- PTO (Paid Time Off)
- FAPTO (Family Approved Paid Time Off)
- Holiday
- Bereavement
- Jury Duty
- VXPAY (Vaccination Paid Time Off)
- PREG

 Time Off can only be submitted **two months into the future**.

To request or enter time off from eTime:

1. Click **Add Time Off** at the bottom of eTime.

Select a shift to edit.

Luka Rask

COMHAB - Face to Face

06/07/2025 10:00 AM - 06/07/2025 4:00 PM



Fix Overlap



ADD TIME OFF

 START SHIFT



2. Choose the participant, the job, fill in a date, fill in the number of hours, select the type of time off, provide a description, and if necessary attach supporting documents.

Documentation is required for JURY (Jury Duty) pay. When you are called for Jury Duty, at the end of your service, the court clerk will give you a proof of service which lists the dates that you served. Please upload that with your JURY time off submission.

Documentation is required for BEREV (bereavement) pay. This can be in several different forms. It can be a funeral card from attending the services, an obituary or published death notice, or an official death certificate. Please upload whatever documentation you have and put in the note what your relationship to the deceased was (brother, parent, etc).

ISS eTime ☰

Cancel Add Time Off Add

Participant <small>*Required</small> Owen Ellis	✓
Job <small>*Required</small> COMHAB	✓
Date <small>*Required</small> 08/20/2025	✓
Hours <small>*Required</small> 3 Hours	✓
Time Off Type <small>*Required</small> PTO	✓
Description <small>*Required</small> Test	✓
Documents Supporting Documents	>

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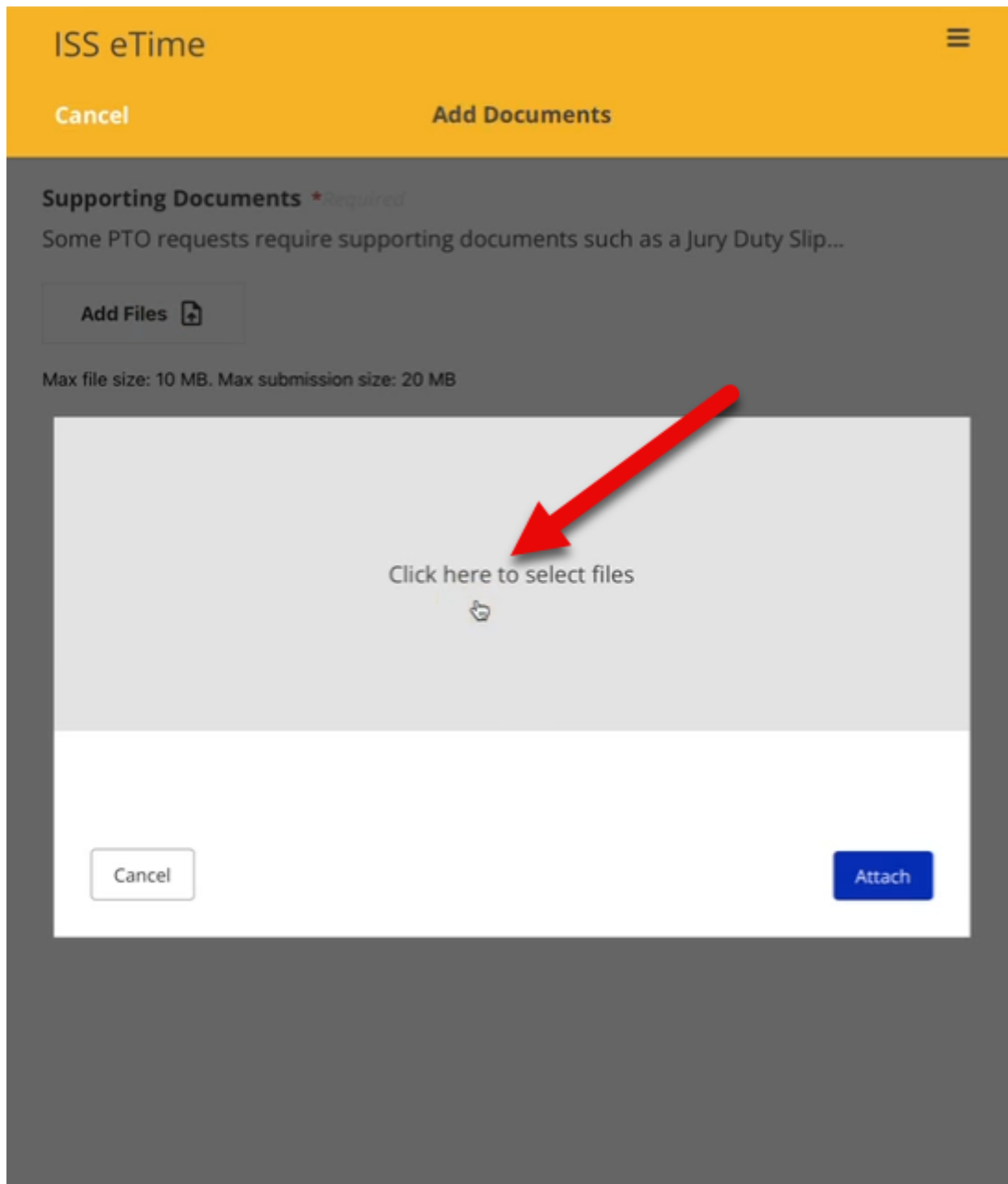
Cancel Add Documents

Supporting Documents *Required

Some PTO requests require supporting documents such as a Jury Duty Slip...

Add Files

Max file size: 10 MB. Max submission size: 20 MB



Once you have selected all the supporting documents, click "Attach" then "Confirm"

Cancel

Add Documents

Supporting Documents **Required*

Some PTO requests require supporting documents such as a Jury Duty Slip...

Add Files

Max file size: 10 MB. Max submission size: 20 MB

Click here to select files




Cancel

Attach

ISS eTime ☰

Cancel Add Documents Confirm


Supporting Documents *Required
Some PTO requests require supporting documents such as a Jury Duty Slip...

[Add Files](#) 

Max file size: 10 MB. Max submission size: 20 MB

[Zimbardi 1.jpg](#) 0.2 MB [Remove](#)

1 files uploaded. Total size 188.02 KB. [Remove all files](#)



Once completed, click **Add**.

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Cancel Add Time Off Add

Participant *Required Owen Ellis	✓
Job *Required COMHAB	✓
Date *Required 08/20/2025	✓
Hours *Required 3 Hours	✓
Time Off Type *Required PTO	✓
Description *Required Test	✓
Documents Supporting Documents	>

3. If you need to edit the details of the time off request, click the **Edit** button in the top right, make the desired changes, and then click **Update** to save the changes. After the details have been verified, enter a comment if applicable and click **Submit Shift**.

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Cancel **Time Off Details** **Edit**

Shift ID 2148162
Participant Owen Ellis
Job COMHAB
Date 08/25/2025
Hours 8.00
Method Time Off
Type BEREV
Description test

Comments

SUBMIT SHIFT

4. After clicking the Submit Shift button, a confirmation window pops up. Click **Submit** to finalize and send the shift for circle approval.

Confirm Submission



Are you sure you would like to submit this shift for approval?

Cancel

Submit

Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.

Updated 08/21/2025.

🔄Revision #37

★Created 10 January 2023 21:45:57

✎Updated 17 June 2026 09:42:35 by Brendon Thomson-Nahoum