# Requesting/Submitting Time Off

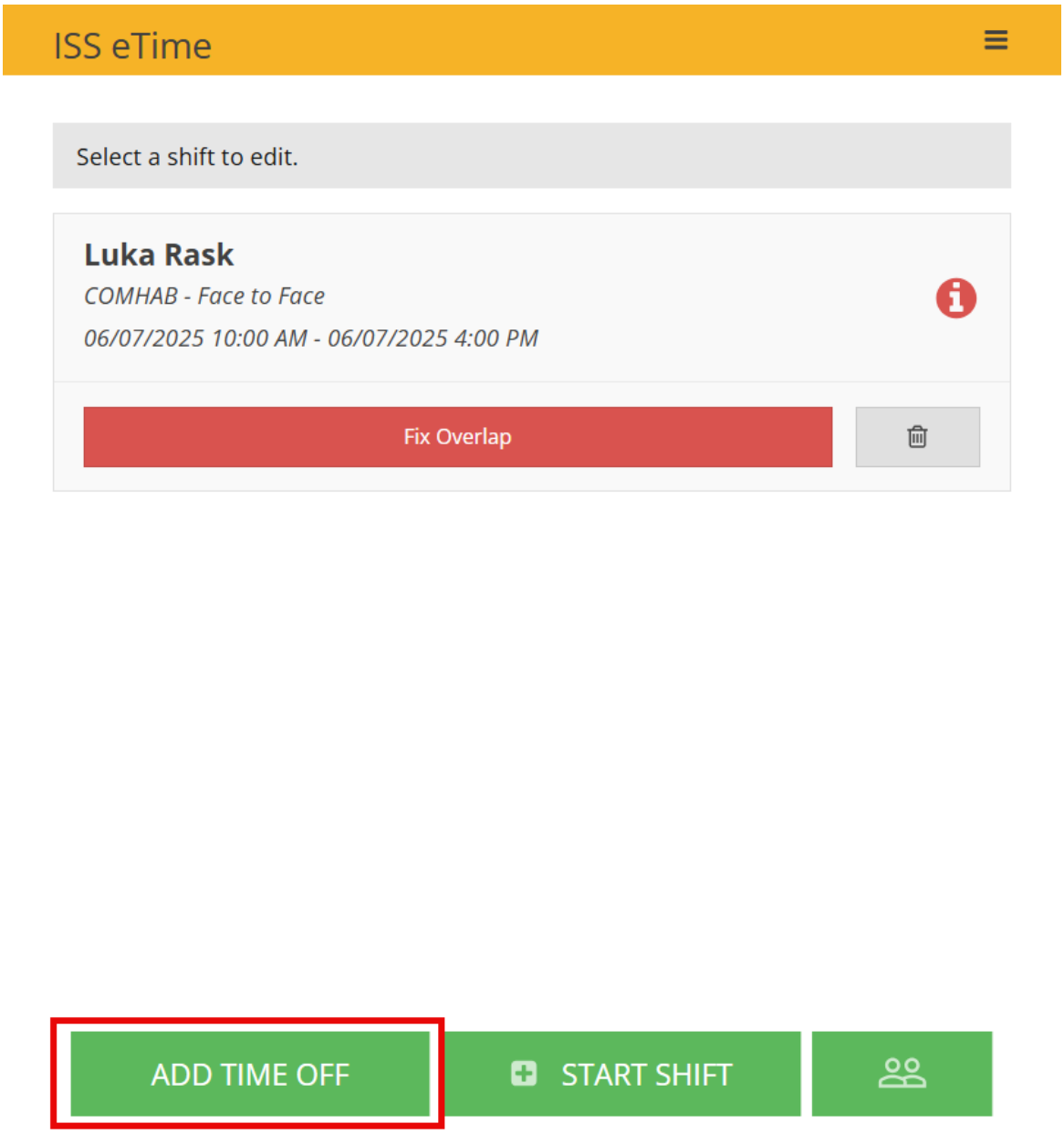
## The 7 types of time off:

- 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.



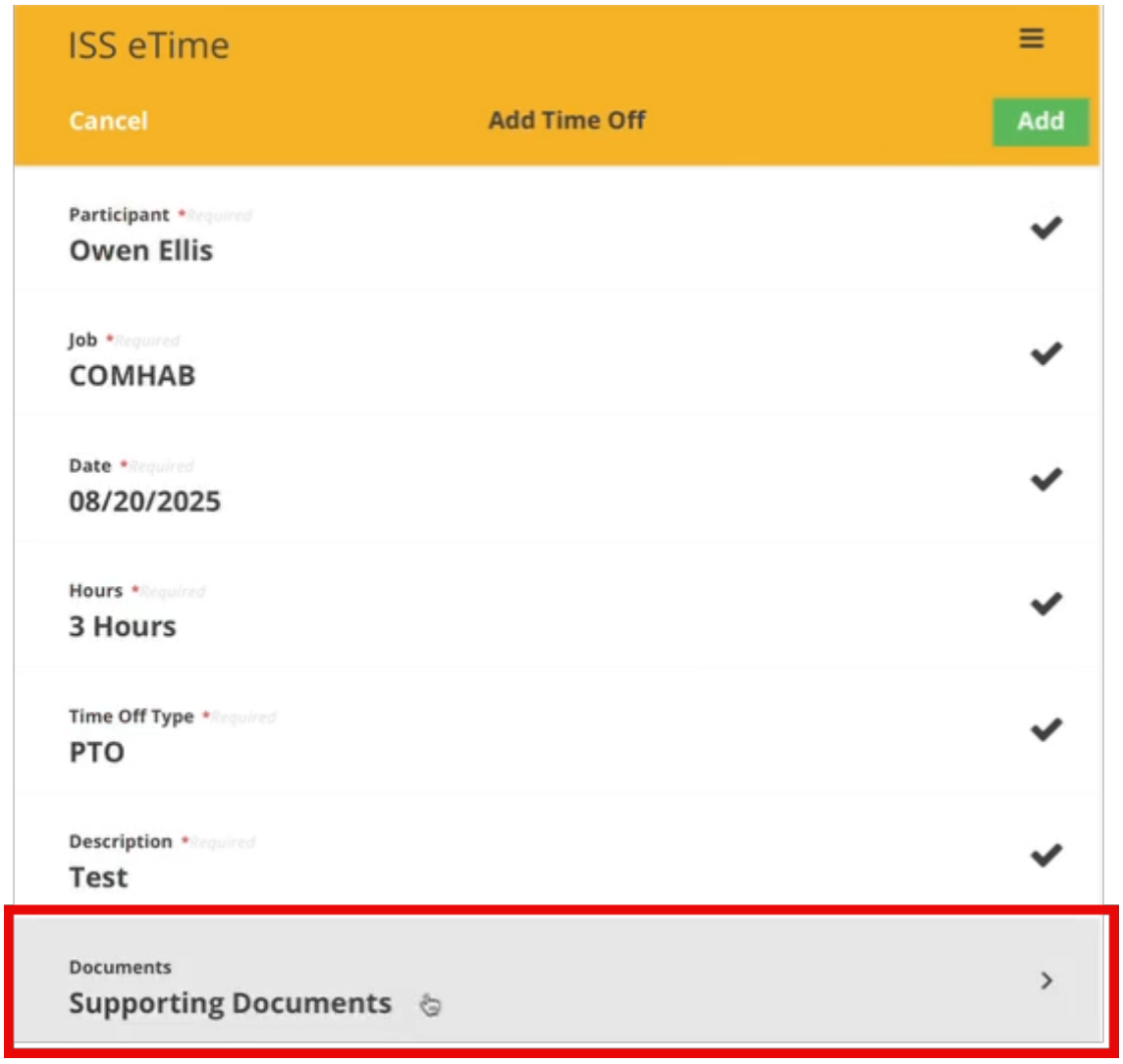


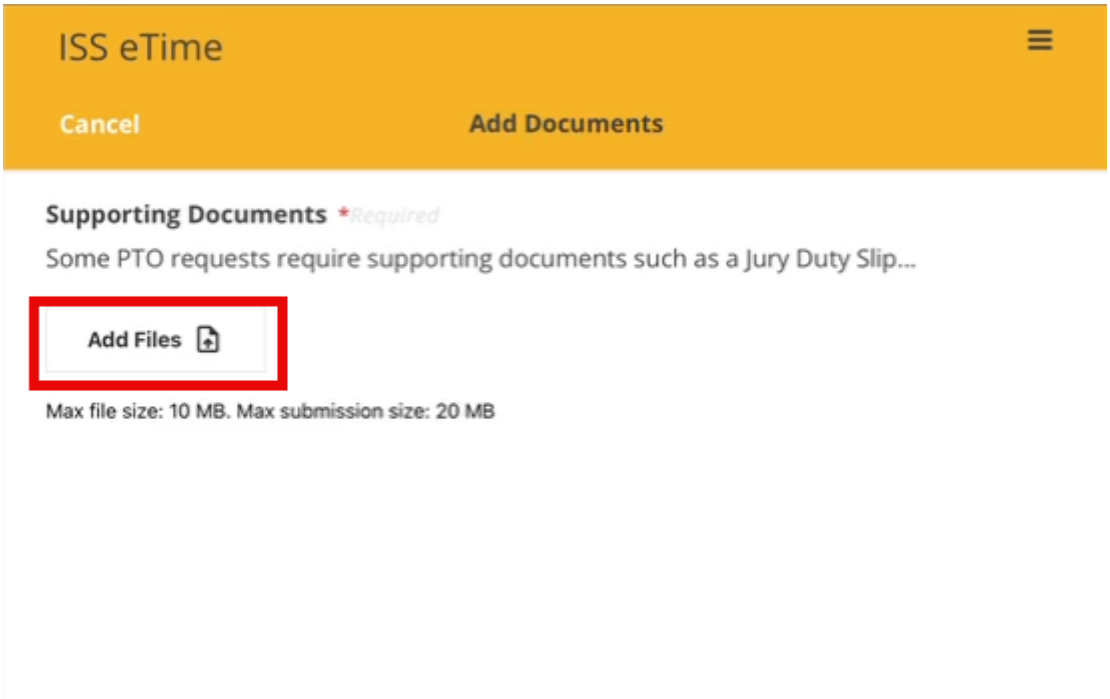


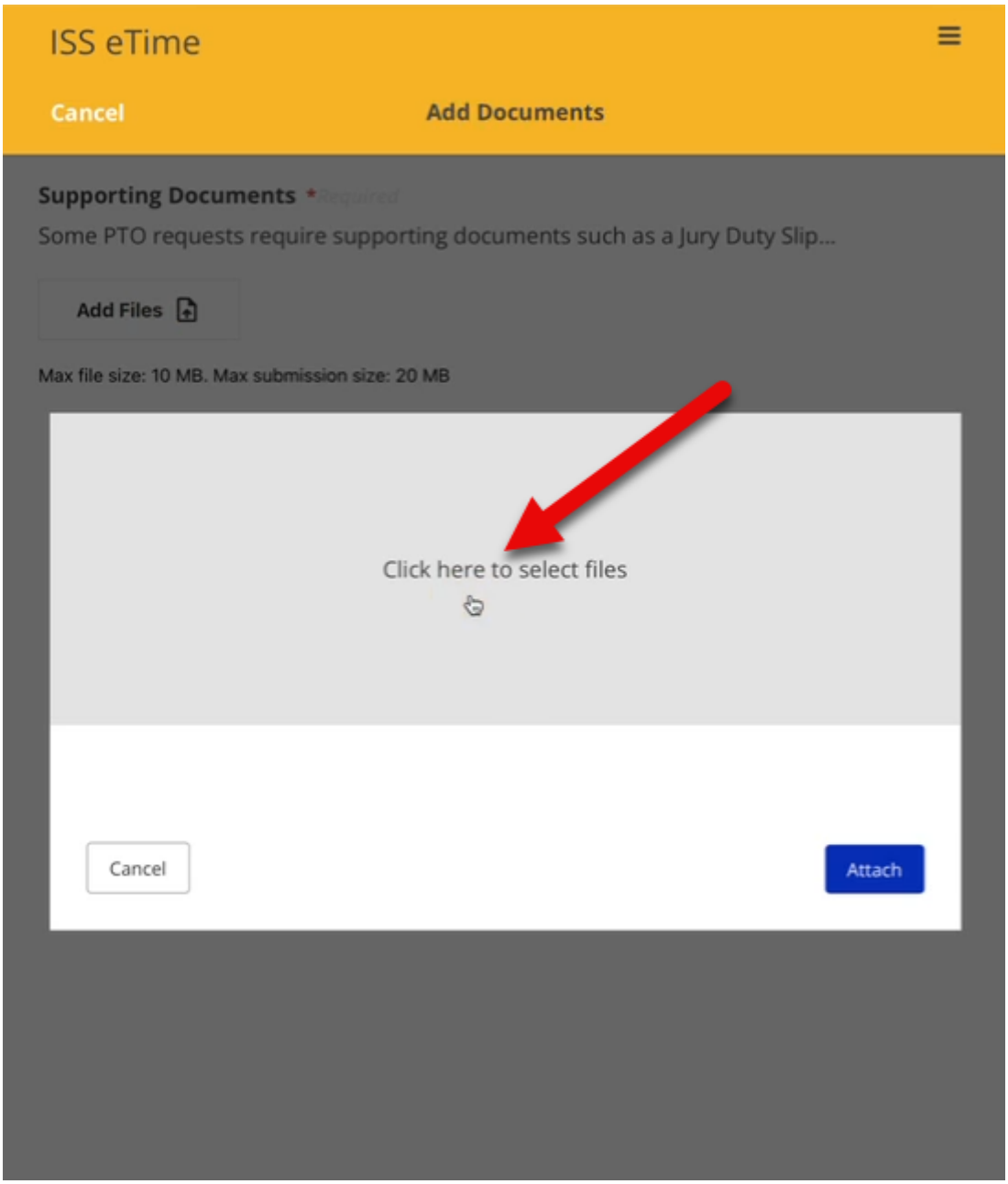
2. Choose the participant, the job, fill in a date, fill in the number of hours, select the type of time off, provide a description, and if necessary attach supporting documents.

   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.

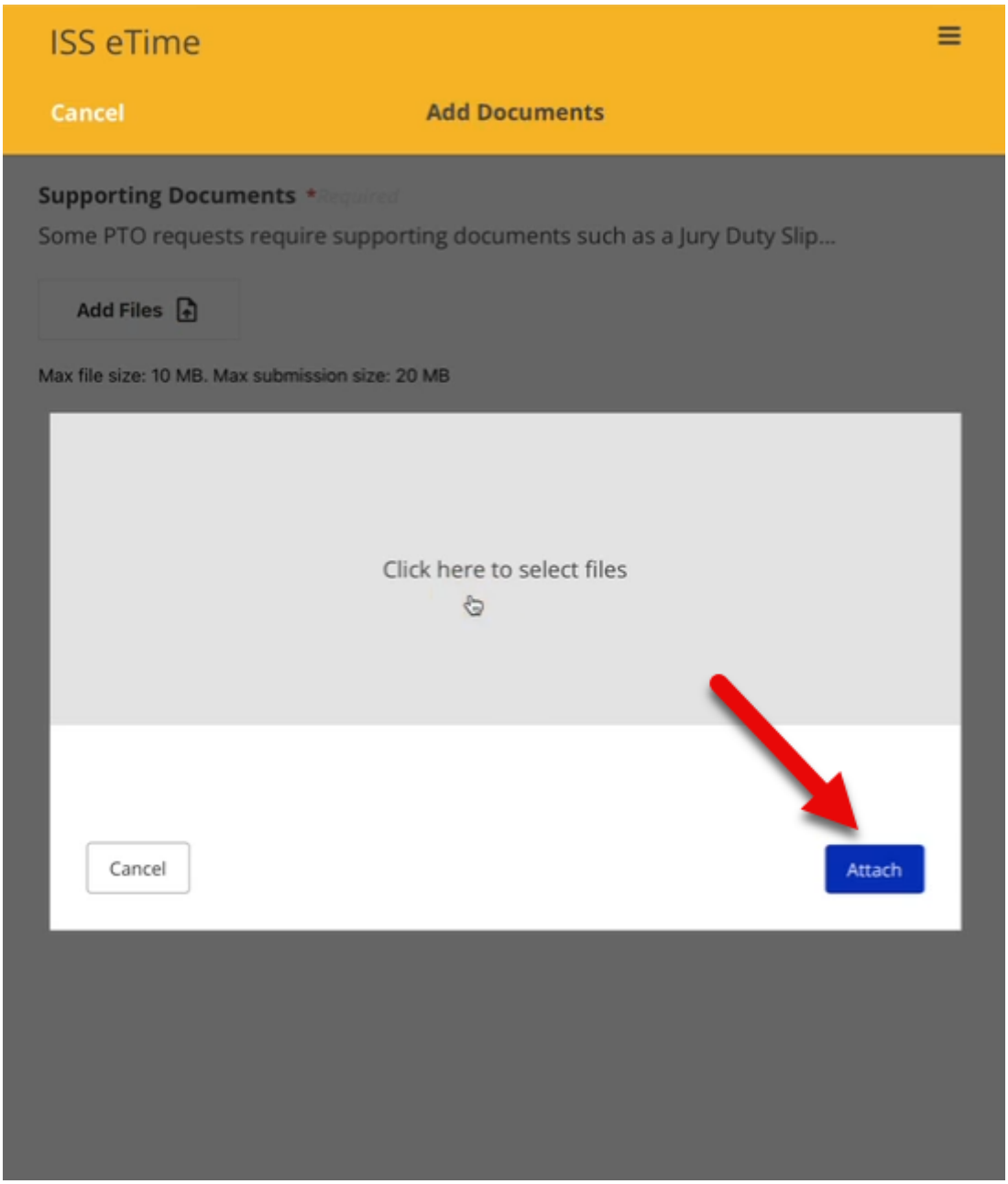
   Documentation is required for BEREV (bereavement) pay. This can be in several different forms. It can be a funeral card from attending the services, an obituary or published death notice, or an official death certificate. Please upload whatever documentation you have and put in the note what your relationship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

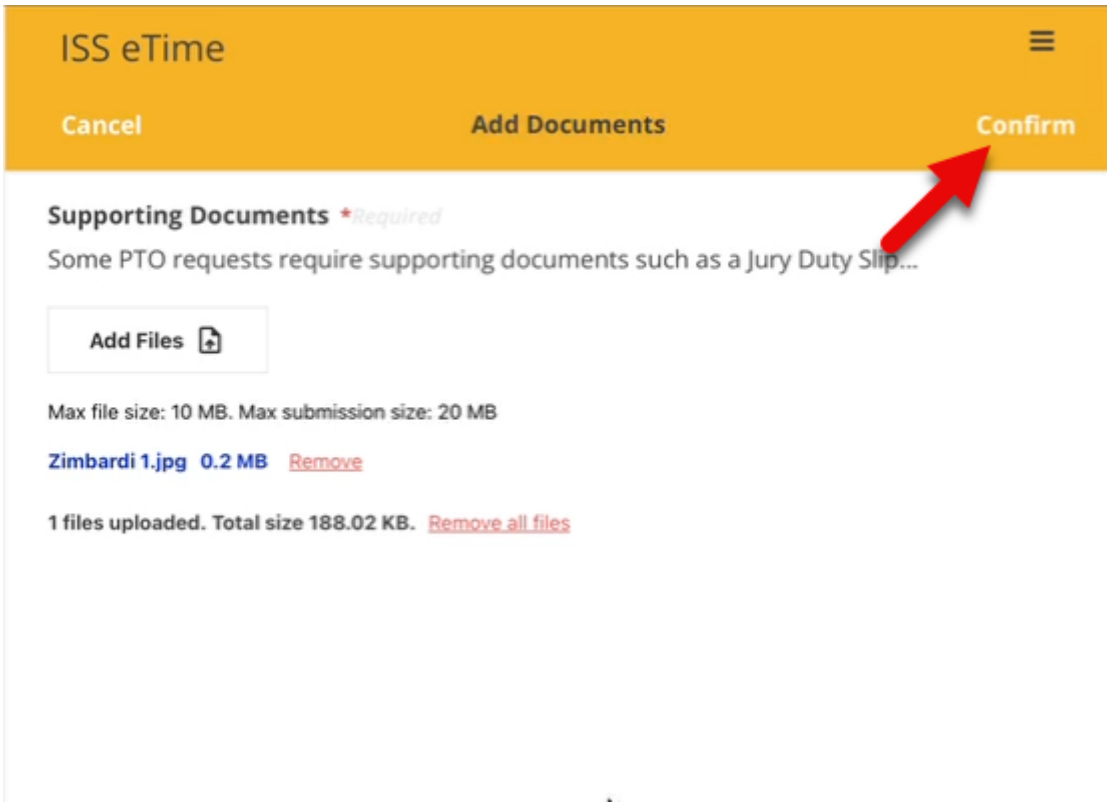

ISS eTime
Cancel
Add Time Off
Add
Participant *Required
Owen Ellis
Job *Required
COMHAB
Date *Required
08/20/2025
Hours *Required
3 Hours
Time Off Type *Required
PTO
Description *Required
Test
Documents
Supporting Documents


ISS eTime
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

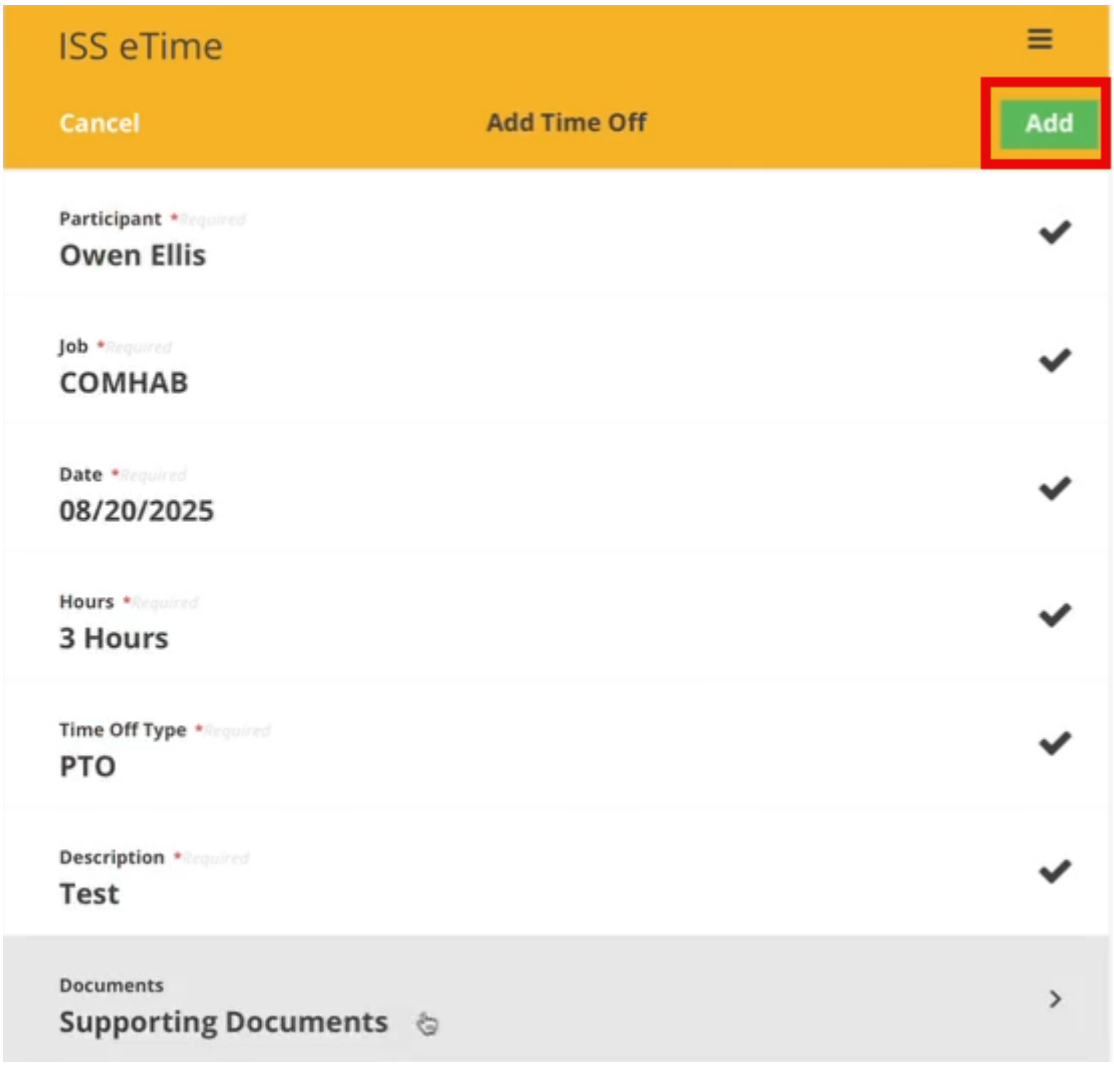



Once you have selected all the supporting documents, click "Attach" then "Confirm"

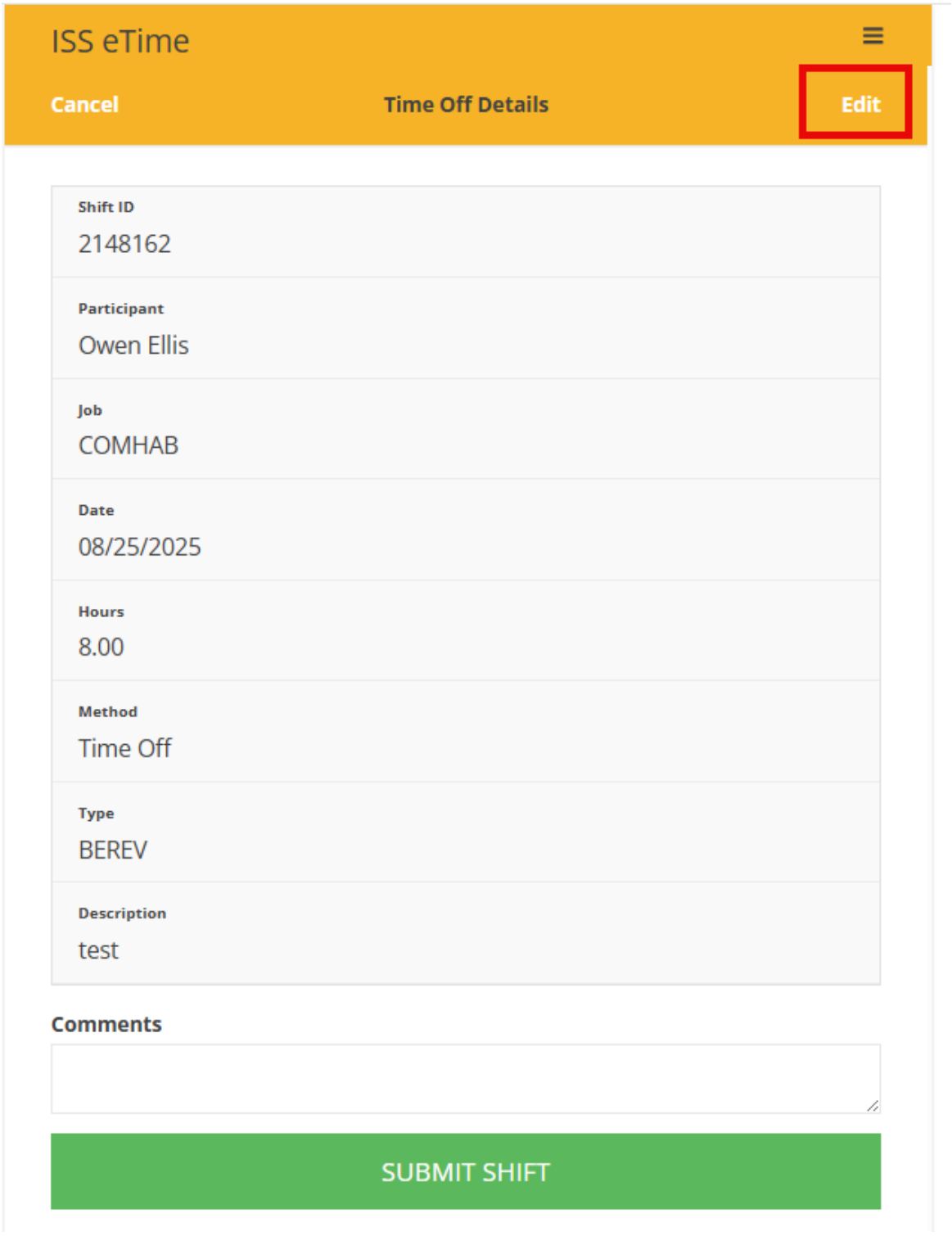

ISS eTime
Cancel
Add Documents
Supporting Documents *Required
Some PTO requests require supporting documents such as a Jury Duty Slip...
Add Files
Max file size: 10 MB. Max submission size: 20 MB
Click here to select files
Cancel
Attach



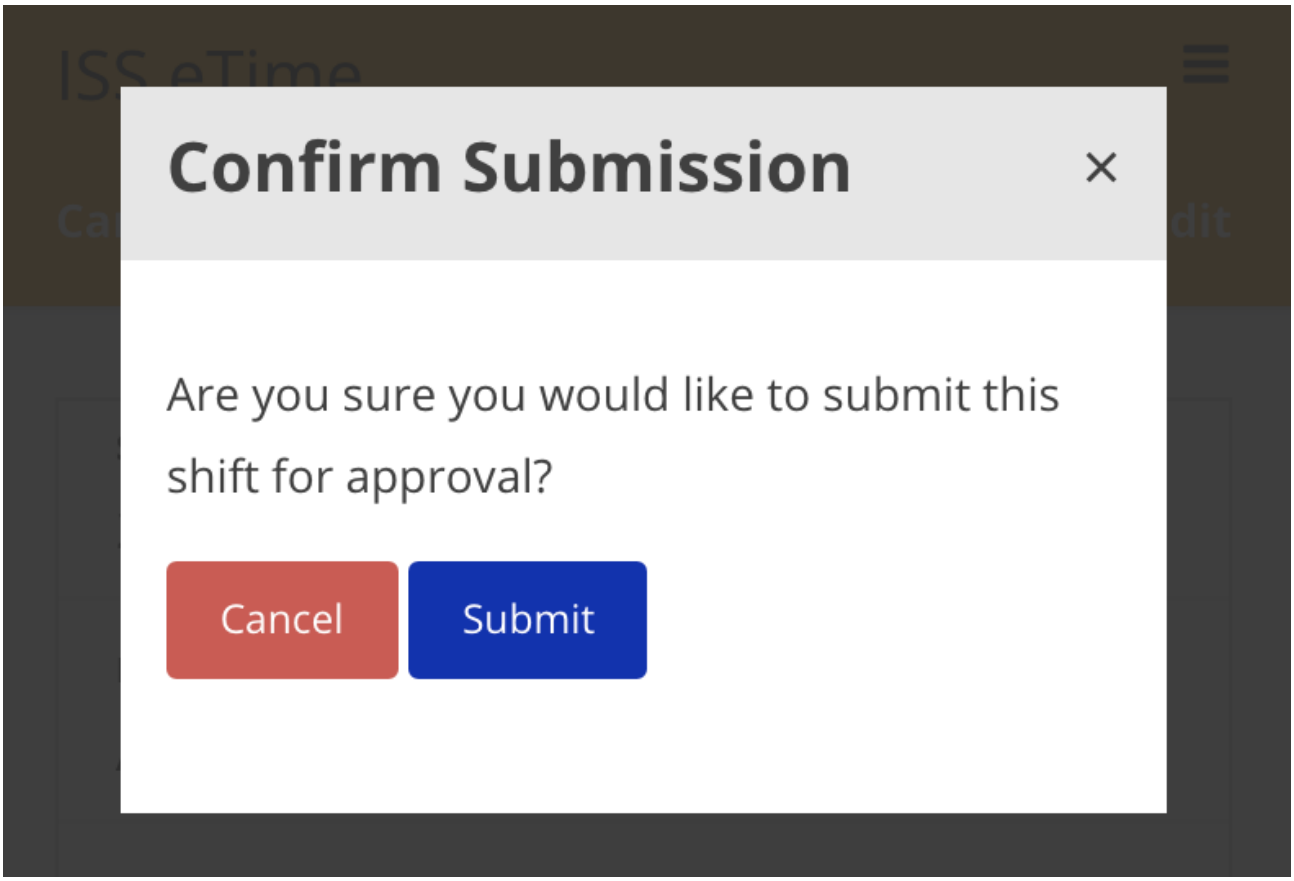

Once completed, click **Add**.




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**.




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




*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 2023-01-10 21:45:57 UTC
Updated 2026-06-17 09:42:35 UTC by Brendon Thomson-Nahoum