

Requesting Time Off on a group shift

The "Add Time Off" process has been enhanced to accommodate requesting Paid Time Off (PTO) for group jobs.

When adding a time off request, if you have any group job(s), you will be asked if you are asking this time off from a single or group job.

When "Group Job" is selected, you will be asked to select which job you are asking PTO for. Jobs are listed by name as well as the names of participants who are part of that group job.

The rest of the process has not been modified. See [Requesting/Submitting Time Off](#) for more information.

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★ Created Wed, May 8, 2024 6:48 PM by [Jean Mizero](#)

✎ Updated Sat, Dec 14, 2024 1:40 AM by [Elizabeth Lukan](#)