

# REQUESTING TIME OFF

4. Fill out the Time Off Request  
in HR Symphony

5. Select Time Off Type  
Submit for Approval

6. Your request will be sent to your  
site supervisor

\*PTO is not accrued throughout your  
term. All PTO hours become accessible  
3 months AFTER your start date.

\*\*Un-used PTO hours do not get paid  
out at the end of the term or roll over  
into the next term.

### Time Off Request

**Time Off Request**

Control # NEW

Status In Process

Employee Name Low, Luana T.

Time Off Type \* Please select....

Date Range MM/DD/YY to MM/DD/YY  
(0 days)

Date Range Daily Hours 8 Per Day

Additional Days/Hours Date Hours

+ Add Row  
(0 hours)

Attachment Choose File No file chosen

- Uploads must be smaller than 5MB per file.
- ALTRES does not monitor uploaded file.

Notes

Type	Accrued Balance ⓘ	Approved Hours ⓘ	Remaining ⓘ
Paid Time Off	79.07 hours	32 hours	47.07 hours

**Calendar**   =Time Off   =Holiday   =Blackout

**June 2023**

Su	Mo	Tu	We	Th	Fr	Sa
				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	

**July 2023**

Su	Mo	Tu	We	Th	Fr	Sa
						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	31					

**August 2023**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12

**September 2023**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9

Submit for Approval
Return to My Time Off Requests