What can I do if my Time Off Request was rejected?

Tell Me

1. If your supervisor rejects your **Time Off Request**, review the comments provided by your supervisor to determine if:
   1. You need to resubmit your Time Off Request **OR**
   2. If they deny your time off.
2. If a correction is needed, you must submit a new Time Off Request.
3. You cannot modify your initial request if it was rejected.

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