

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:
 - a. You need to resubmit your Time Off Request OR
 - b. 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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