

Time Off Requests Do's and Don'ts			
Employee Group	Do	Don't	Reason
<ul style="list-style-type: none"> • Non-CTU Salary Employees • Operations & Non-Exempt Union Employees • Non-Exempt Non Union Employees 	Use the Workday Time Off Worklet to: <ul style="list-style-type: none"> • Request time off • Request vacation • View your leave balances 		
<ul style="list-style-type: none"> • Teachers & Paras 	<ul style="list-style-type: none"> • Use SmartFind Express to request time off. • Use Workday Time Off Worklet to view your leave balances. 	<ul style="list-style-type: none"> • Do not use Workday to request time off. 	
<ul style="list-style-type: none"> • Related Service Providers 	Use the Workday Time Off Worklet to: <ul style="list-style-type: none"> • request time off • View leave balances • Revise or correct approved time off requests. 		
<ul style="list-style-type: none"> • Substitute Teachers & Substitute Paras 	<ul style="list-style-type: none"> • Use SmartFind Express to request time off. • Use Workday Time Off Worklet to view your leave balances (if applicable). 	<ul style="list-style-type: none"> • Do not use Workday to request time off. 	
<ul style="list-style-type: none"> • Non-CTU Salary Employees • Operations & Non-Exempt Union Employees • Non-Exempt Non Union Employees 	Use the Workday Time Off Worklet to revise or correct unapproved time off requests.		