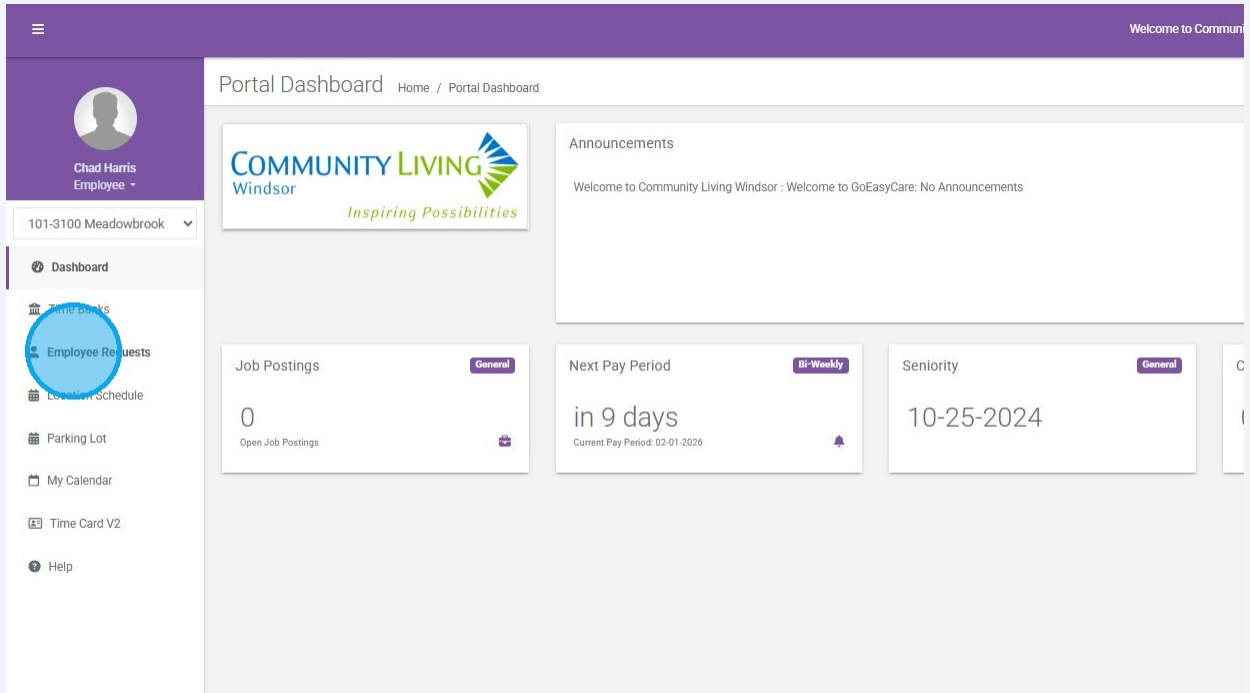


How to Submit Time Off Requests

1 Click "Employee Requests"



2 Click "New Employee Request"

Welcome to Community Living Windsor

Requests Portal Home / Employee Requests Portal

New Employee Request

Request	Start Date	End Date	Location	Amount	Comment	Refusal reason	Status
Vacation	02-04-2026 08:00	02-04-2026 16:00	101-3100 Meadowbrook	0			CANCEL
Vacation	02-06-2026 08:00	02-06-2026 16:00	101-3100 Meadowbrook	0			CANCEL
Vacation Sal	02-06-2026 08:00	02-06-2026 16:00	101-3100 Meadowbrook	0		Test	DECLINE
Vacation Sal	02-06-2026 08:00	02-06-2026 16:00	101-3100 Meadowbrook	0			APPROVE
Vacation	02-06-2026 08:00	02-06-2026 16:00	101-3100 Meadowbrook	0			APPROVE
Vacation	02-06-2026 08:00	02-06-2026 16:00	101-3100 Meadowbrook	0			APPROVE
Re-Roster	02-16-2026 08:00	02-16-2026 16:00	101-3100 Meadowbrook	8	Test		CANCEL
Provisionally Approved	02-07-2026 07:00	02-07-2026 15:00	101-3100 Meadowbrook	0			APPROVE
Re-Roster	05-18-2026 08:00	05-18-2026 12:00	101-3100 Meadowbrook	4			CANCEL
Re-Roster	05-18-2026 08:00	05-18-2026 12:00	101-3100 Meadowbrook	4			CANCEL

3 Select the "Time Off Request" option.

Welcome to Community Living Windsor

Requests Portal Home

New Employee Request

Time Off Request

Only Replace Existing Shifts

Start Date: yyyy-mm-dd

End Date: yyyy-mm-dd

Attendance Code: (Select One)

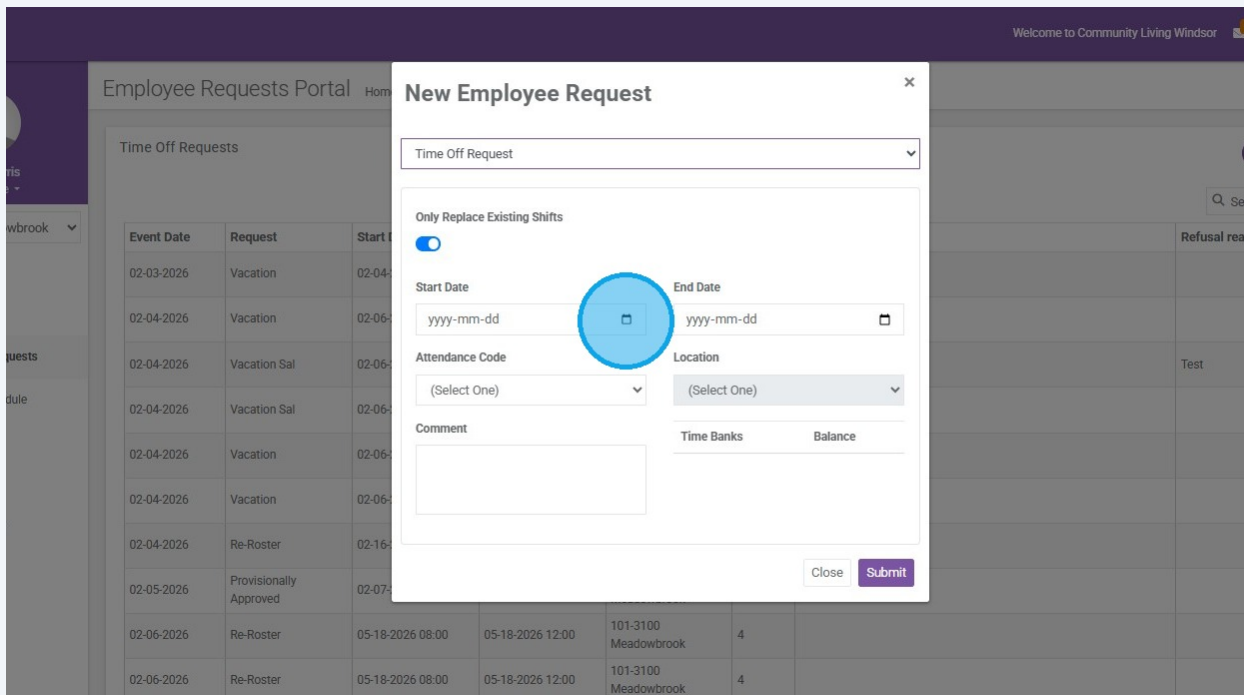
Location: (Select One)

Comment: [Text Area]

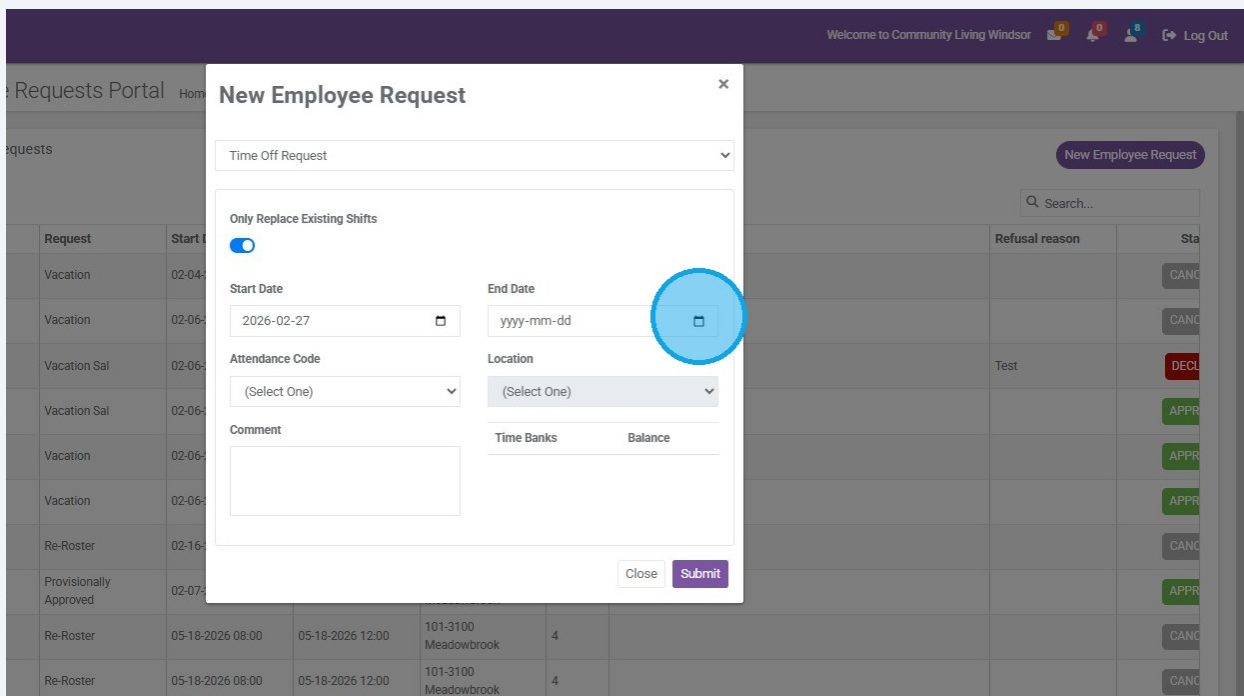
Time Banks: [Field] Balance: [Field]

Close Submit

4 Click the "Start Date" field and select your desired start date of your time off.



5 Click the "End Date" field and select your desired end date of your time off.



6 Select the appropriate type of leave from the "Attendance Code" dropdown list.

The screenshot shows a 'New Employee Request' modal window overlaid on a 'Time Off Requests' table. The modal contains the following fields:

- Time Off Request:** A dropdown menu with 'Time Off Request' selected.
- Only Replace Existing Shifts:** A toggle switch that is currently turned on.
- Start Date:** A date input field with '2026-02-27' and a calendar icon.
- End Date:** A date input field with '2026-02-27' and a calendar icon.
- Attendance Code:** A dropdown menu with 'Vacation' selected. This field is circled in blue.
- Location:** A dropdown menu with '(Select One)' selected.
- Comment:** A text input field.
- Time Banks:** A field for selecting time banks.
- Balance:** A field for entering the balance.
- Buttons:** 'Close' and 'Submit' buttons at the bottom right.

Event Date	Request	Start
02-03-2026	Vacation	02-04-
02-04-2026	Vacation	02-06-
02-04-2026	Vacation Sal	02-06-
02-04-2026	Vacation Sal	02-06-
02-04-2026	Vacation	02-06-
02-04-2026	Vacation	02-06-
02-04-2026	Re-Roster	02-16-
02-05-2026	Provisionally Approved	02-07-
02-06-2026	Re-Roster	05-18-2026 08:00
02-06-2026	Re-Roster	05-18-2026 12:00

7 You can add a comment if needed.

This screenshot shows the same 'New Employee Request' modal window, but with the 'Comment' text input field circled in blue. The background shows the 'Employee Requests Portal' navigation menu and the 'Time Off Requests' table.

Navigation Menu:

- 101-3100 Meadowbrook
- Dashboard
- Time Banks
- Employee Requests
- Location Schedule
- Parking Lot
- My Calendar
- Time Card V2
- Help

Table Footer: Showing 1 to 10 of 11 entries | Page Size 10

8

If there is a time bank associated with the type of leave you selected, it will show here with the balance available as of the date of your requested leave.

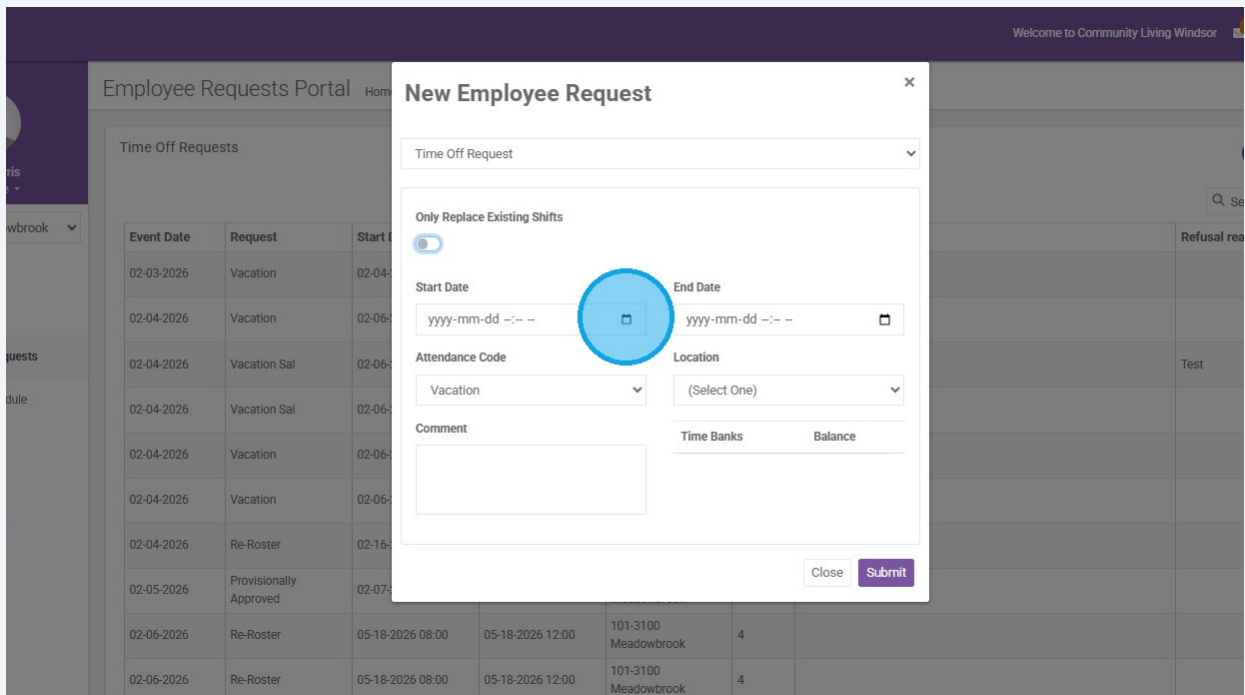
The screenshot shows a 'Time Off Requests' table in the background with columns for Event Date, Request, Start, and End. A modal window titled 'Time Off Request' is open, containing a dropdown menu, a toggle for 'Only Replace Existing Shifts', date pickers for Start and End Date, dropdowns for Attendance Code and Location, a comment box, and a section for 'Time Banks' and 'Balance'. A blue circle highlights the 'Time Banks' label.

9

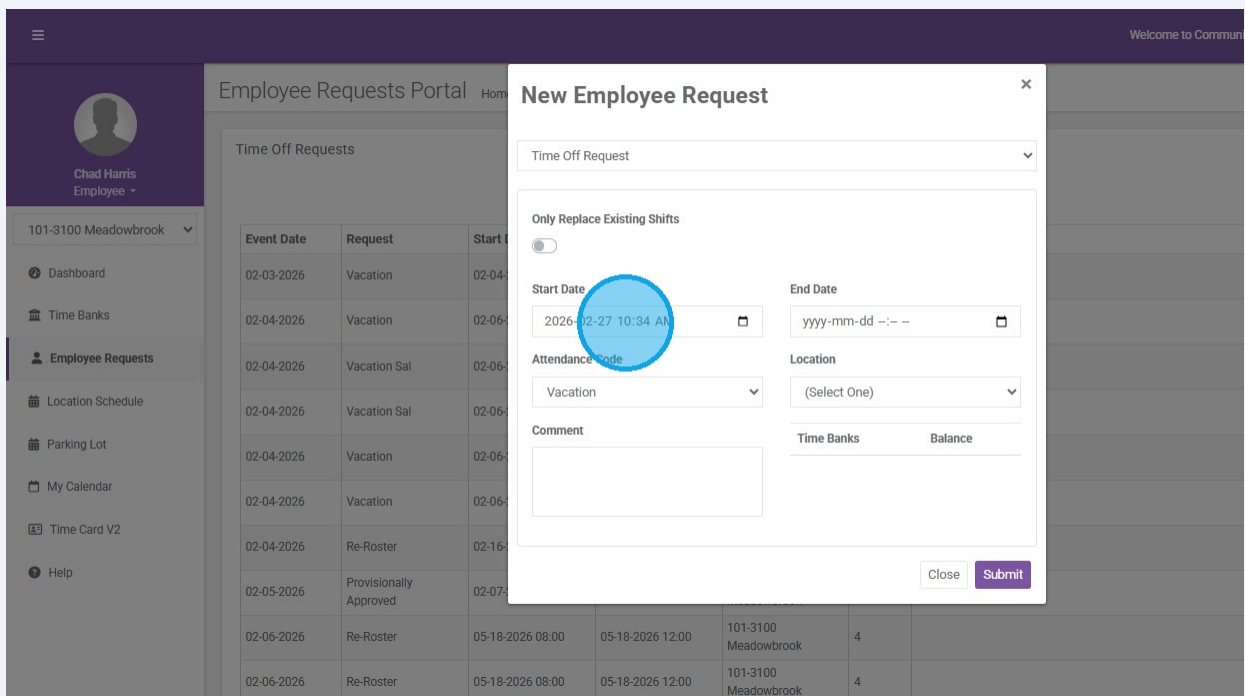
If you don't want to book a whole day off, uncheck this toggle

The screenshot shows an 'Employee Requests Portal' for Chad Harris. A 'New Employee Request' modal window is open, similar to the one in the previous image. A blue circle highlights the 'Only Replace Existing Shifts' toggle, which is currently checked.

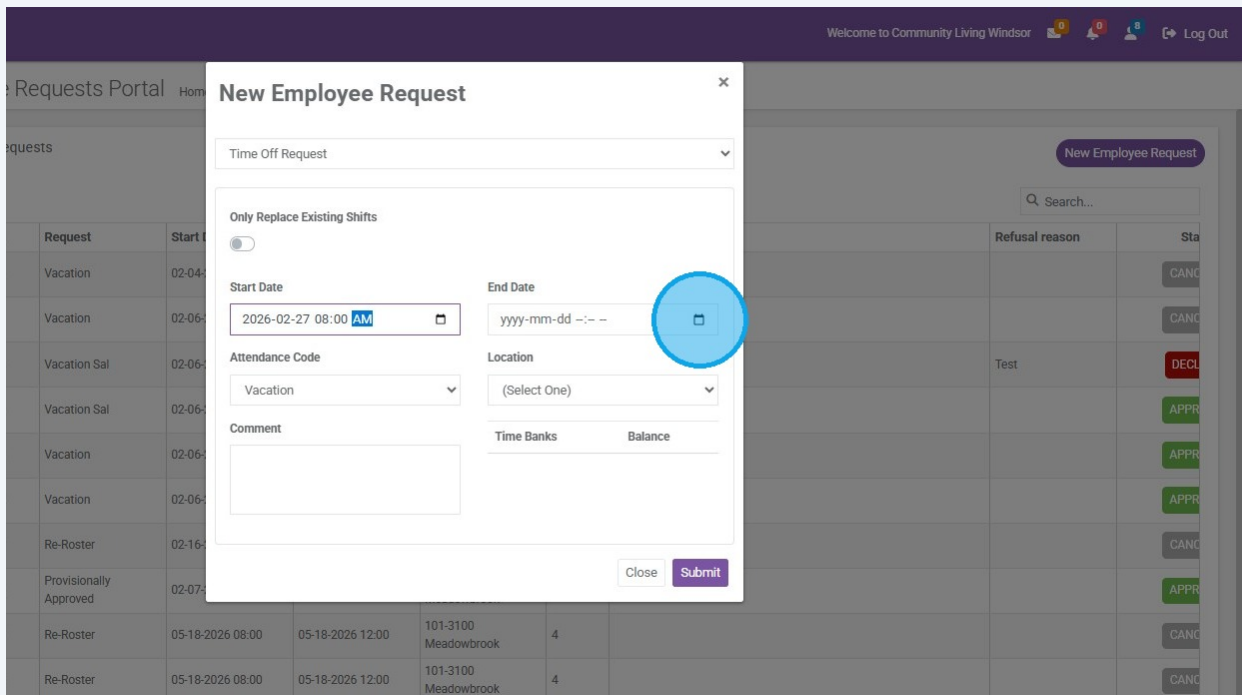
10 Click the "Start Date" field and select your desired start date of your time off.



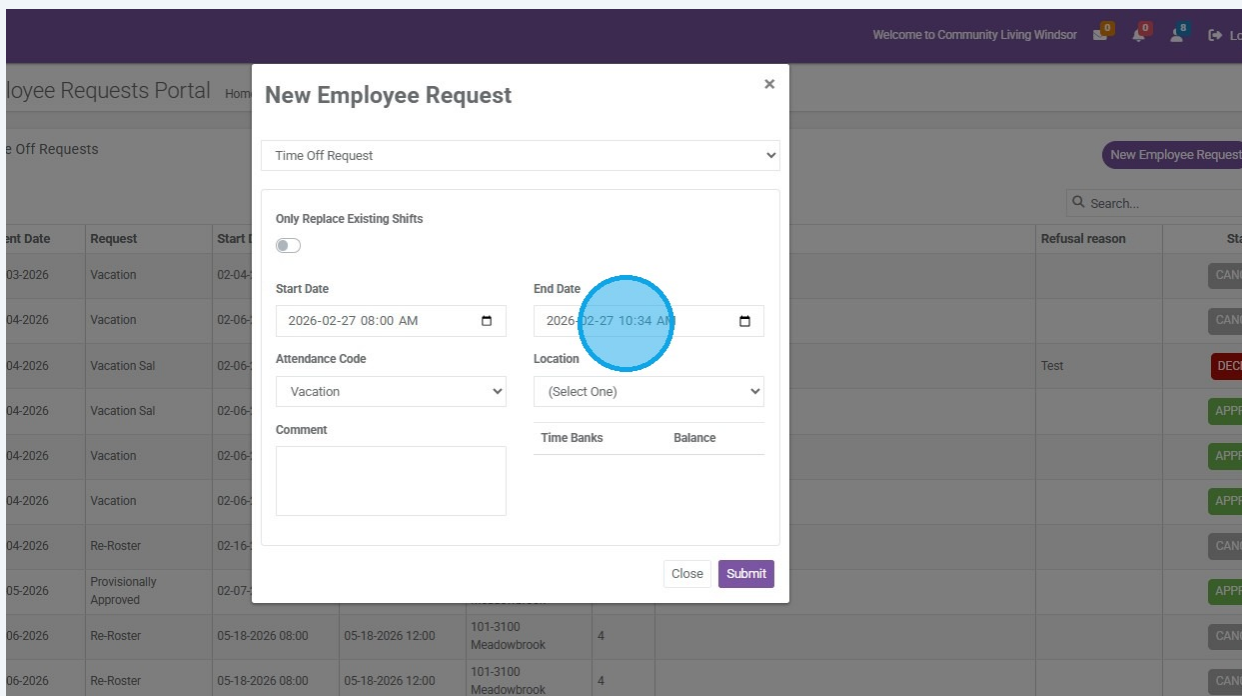
11 Click on the time and enter the desired start time of your leave



12 Click the "End Date" field and select your desired end date of your time off.



13 Click on the time and enter the desired start time of your leave



14 Click "Submit"

The screenshot shows a web application interface with a table of requests and a modal form overlay. The table has columns for Request, Start Date, End Date, Location, and Status. The modal form contains the following fields:

- Start Date: 2026-02-27 08:00 AM
- End Date: 2026-02-27 12:00 PM
- Attendance Code: Vacation
- Location: (Select One)
- Comment: (Empty text area)
- Time Banks: (Empty field)
- Balance: (Empty field)

A blue circle highlights the "Submit" button at the bottom right of the form. The table below the form shows 10 of 11 entries, with a page size of 10 and navigation buttons for First, Prev, 1, 2, Next, and Last. The footer includes the text "Care Workforce Management System © 2026" and "Version: v10.0.1 Build: 491de6d9-88af-4ba5-a909-40e11f1dccb".