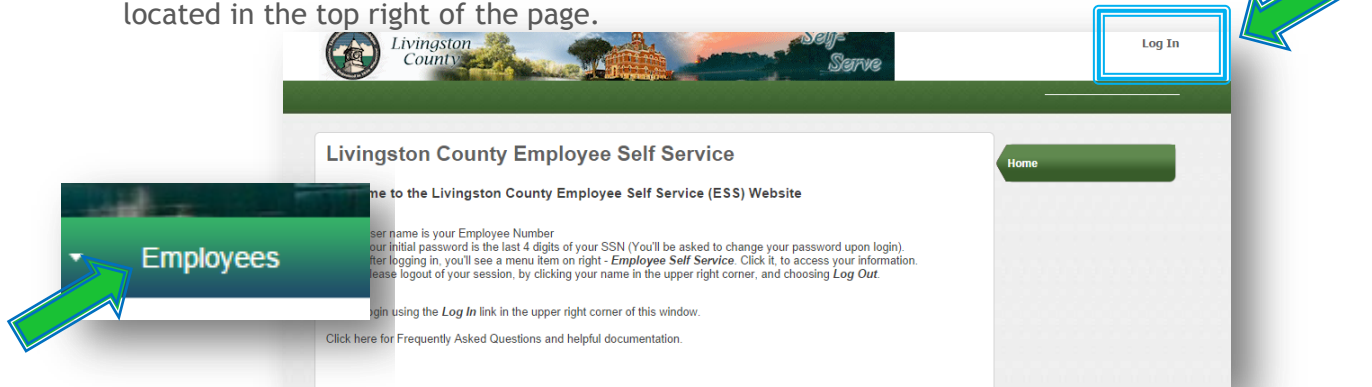
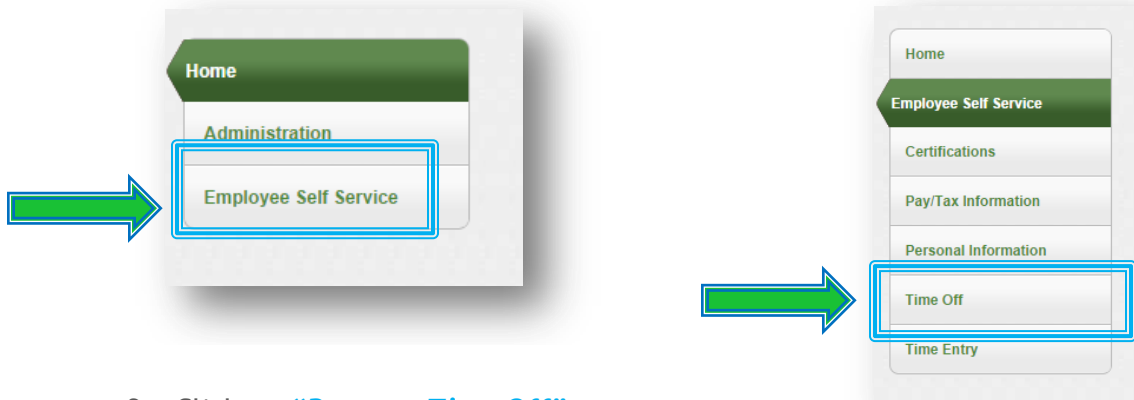


# Requesting Time Off

1. Goto [www.livgov.com](http://www.livgov.com) and then click on “*Employees*”. Log into the Employee Portal; make sure to read all of the instructions on the homepage, then go to “*log In*”, located in the top right of the page.

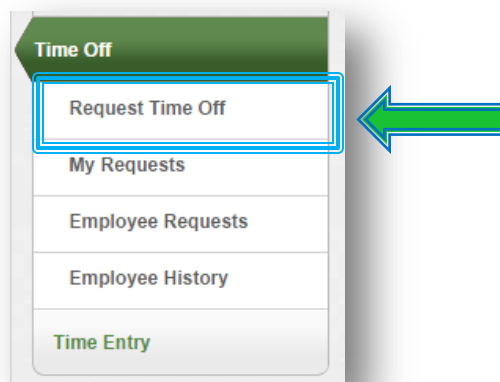


2. Click on the “*Employee Self Service*” then on “*Time Off*”.



3. Click on “*Request Time Off*”.

**Please Note:** When requesting time off each type of request must be done separately. For example, Vacation must be made with one request; Sick a separate request etc.





7. Add comments to clarify or to make your request more specific. Verify the date, hours and type are correct. Once all information is verified, click **“Make Request”**

### Request Time Off

**Step 4 of 4: Additional Information**

Verify the time you are taking and enter additional comments for this request.

Job \_\_\_\_\_

Request Type VACATION

Days Requested 9/10,9/11,9/12,9/13

Total Time Requested 28.00 Hour(s) | [change](#)

Comment: (optional)

Reason

Make Request
Cancel

8. You will be brought to the **“My Requests”** window, where you will have the option to add your request to your Outlook Calendar. You may also come back to this screen at any time to cancel your request.

**Please note:** If you do not end up taking a requested day off, you will have to cancel your request to receive the time back in your bank.

### My Requests Calendar view

	Earned	Projected Earned	Projected Available*
VACATION (H)	37.00	37.00 through 12/20/2014	9.00 through 12/20/2014
SICK (H)	35.15	35.15 through 12/20/2014	35.15 through 12/20/2014
COMP TIME (H)	0.00	0.00 through 9/3/2014	0.00 through 9/3/2014
OVER MAX (H)	0.00	0.00 through 9/3/2014	0.00 through 9/3/2014
	<b>72.15</b>	<b>72.15</b>	<b>44.15</b>

Dates Requested	Amount	Type	Status	Reason	Comments	Options
9/10/2014 - 9/13/2014	28 hours	VACATION	InProgress		GOING TO DISNEY WORLD!!	<span style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">Cancel</span> <span style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">Add to calendar</span>

If you have any questions regarding requesting time off; please contact the Human Resources Department at: (517) 546-1010 or [Humanresources@livgov.com](mailto:Humanresources@livgov.com)