An employee may use vacation leave for rest and relaxation, personal business and/or emergencies. An employee has a right to take vacation leave, subject to the approval of the supervisor to schedule the time at which vacation leave may be taken.

1. CallTime: Check leave balance
2. Leave balance available?
   - Yes: LWOP Process
   - No: CallTime
3. Contact Supervisor
4. Evaluate
5. Approve?
   - Yes: Notify Employee
   - No: CallTime
6. Notify Employee
7. CallTime: Select Pay Code option for leave date(s)
8. Enter hours for selected date(s)
9. Save timescard
10. Review timescard
11. Make edit
12. Approve
13. Timecard accurate?
   - Yes: End of Pay Cycle [for Employee approval]
   - No: CallTime
14. Approve
15. Notify Employee
16. Review timescards for department
17. Timecards accurate?
   - Yes: End of Pay Cycle [for Supervisor approval]
   - No: CallTime
18. Complete sign-off for group

TIMEKEEPER EDIT Process
Auto data feed [CallTime to PPS] for Vacation Leave Taken