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.

**CalTime Process: VACATION – *Workers Comp Vacation***

1. **Check leave balance**
2. **Leave balance available?**
3. **Contact Supervisor**
   - **Planned Leave**
   - **Unplanned Leave**
4. **Evaluate**
5. **Approve?**
6. **Contact Leave Administrator**
7. **Evaluate**
8. **Approve?**
9. **Notify Employee**
10. **Select Pay Code option for leave date(s)**
11. **Enter hours for selected date(s)**
12. **Save timesheet**
13. **Review timesheet**
14. **Make edit**
15. **Remove approval**
16. **Review timesheets for department**
17. **Notify Employee**
18. **Approve**
19. **Review timesheets for group**
20. **Timecards accurate?**
21. **Complete sign-off for group**
22. **End of Pay Cycle for Timekeeper sign-off**
23. **Auto data feed [CalTime to PPS] for *Workers Comp Vacation***

**Timekeeper**

**Supervisor**

**Leave Administrator**

**Employee**

**CalTime**

**LWOP Process**

**End**