Cancelling a leave request

If your leave request has been approved by your supervisor, you can no longer retract it. Instead, you must submit a cancellation request to be approved by your supervisor.

1. Log into Kronos and open your calendar by clicking on the My Calendar link on the right-hand side of the screen.

2. When the calendar opens, navigate to the correct week so that you can see the leave request in the header area of the calendar.
3. Hover over the leave request.
4. A small blue circle appears on the right-hand side of the request; click on the circle and select Cancel from the pop-up menu.
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5. The Cancel Time-Off Request window appears. Review the details of your request and then click on the **Submit** command to send it to your supervisor.

6. Your supervisor must approve the cancellation before it is removed from your calendar.
7. Once the cancellation is approved, you can submit another leave request, if necessary, for that time period.