Cancelling a leave request

If your plans change, and you no longer need to use leave that you had already requested, or you need to complete the leave washing process, you submit a cancellation request for supervisor approval.

**Process change effective July 9, 2020:** if a request has not yet been approved by your supervisor, you no longer need to submit a retraction request for supervisor approval. Instead, you submit a cancellation request, and that removes the original request from the supervisor’s list for approval.

1. Log into Kronos and open your calendar by clicking on the **My Calendar** link on the right-hand side of the screen. **Note for supervisors and timekeepers:** use the [Accessing your My Information page](#) directions to open the My Information page first.

![My Calendar](image)

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. Refer to the [Understanding the My Calendar page](#) documentation for more information on navigation.

3. Right-click on the leave request and select **Cancel request** from the popup menu.
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4. The Cancel Time-Off Request window appears. Review the details of your request and then click on the **Cancel Request** command to send it to your supervisor.

What happens after you submit a cancellation request?

- If your supervisor had already approved the original request, they must approve the cancellation before it is removed from your calendar/timecard.
- If the request had not yet been approved, submitting the cancellation request removes it from the supervisor’s list and your timecard, and you can submit another leave request for that timeframe without waiting for the request to be approved.
- Once the cancellation is approved, the icon to the left of the request on the calendar header becomes a black X with a line beneath it. You can then submit another leave request, if necessary, for that time period.