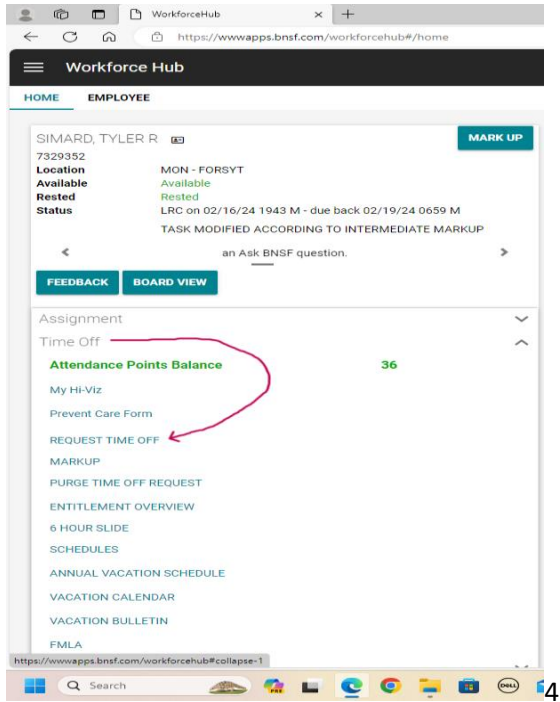
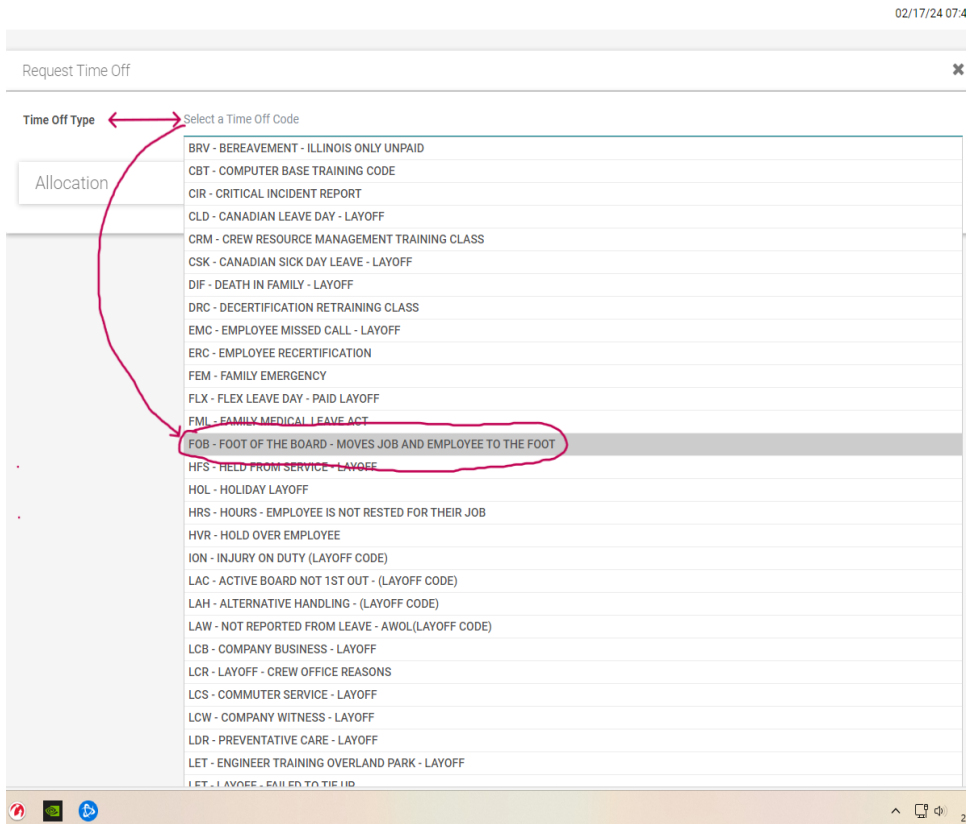


To use Foot of the Board (FOB) select **Time Off > Request Time Off** in WFH. Fairly certain we all know how to access this one.



In Time off Type, type FOB or click to select FOB from drop down menu.



Once FOB is populated in Time off type verify immediate date and time is correct, leave reason blank, select submit and you're done.

The screenshot shows a web interface for requesting time off. At the top right, there is a user profile icon and the timestamp "02/17/24 07:40 M". The main form is titled "Request Time Off" and includes a "BACK" link. The "Time Off Type" field is set to "FOB". The "Start Date/Time" field is set to "02/17/24 0740" with a calendar icon. The "Reason" field is empty. A blue information icon and a paragraph of text are located below the "Reason" field. At the bottom right of the form, there are "CLEAR" and "SUBMIT" buttons. A red circle highlights the "SUBMIT" button, and a red arrow points from a circle around the "Time Off Type" field to the "SUBMIT" button. At the bottom left, there is an "Allocation" dropdown menu.

Request Time Off

BACK

Time Off Type: FOB

Start Date/Time: 02/17/24 0740 M

Reason:

The number of leave days available in your account is dependent on the craft and job assignment you have when the approved layoff actually occurs. Each employee needs to check the status of their account the day before the actual layoff, in order to ensure the available leave days still exist, and to prevent being shown as laying off personal.

CLEAR SUBMIT

Allocation