

Here are some examples of how to ask for leave when it splits up the day:

<u>Work schedule</u>	<u>Change time frame in TAMIS</u>	<u>Description</u>
7:00 – 3:00	7:00 – 9:00	Came into work at 9:00 so only need to take 2 hours of leave
7:30 – 12:00 12:00 – 1:00 Lunch 1:00 – 4:30	9:00 – 12:00 1:00 – 1:30	Need to take time off for appt that runs from 9:00 until 1:30 pm this will only take 3.5 hours of leave
8:00 – 4:00	3:00 – 4:00	Work until 3:00 and take only 1 hour of leave
7:00 – 11:00 11:00 – 11:30 Lunch 11:30 – 3:30	7:00 – 8:30	Come into work at 8:30 so only need to take 1.5 hours of leave
7:00 – 11:00 11:00 – 11:30 Lunch 11:30 – 3:30	2:30 – 3:30	Come into work and working through lunch and leaving at 2:00 so will only need to take 1 hour of leave since you worked 7 hours (7:00 – 2:00)

Remember – you are asking for the time you are not at work for leave not when you are there....