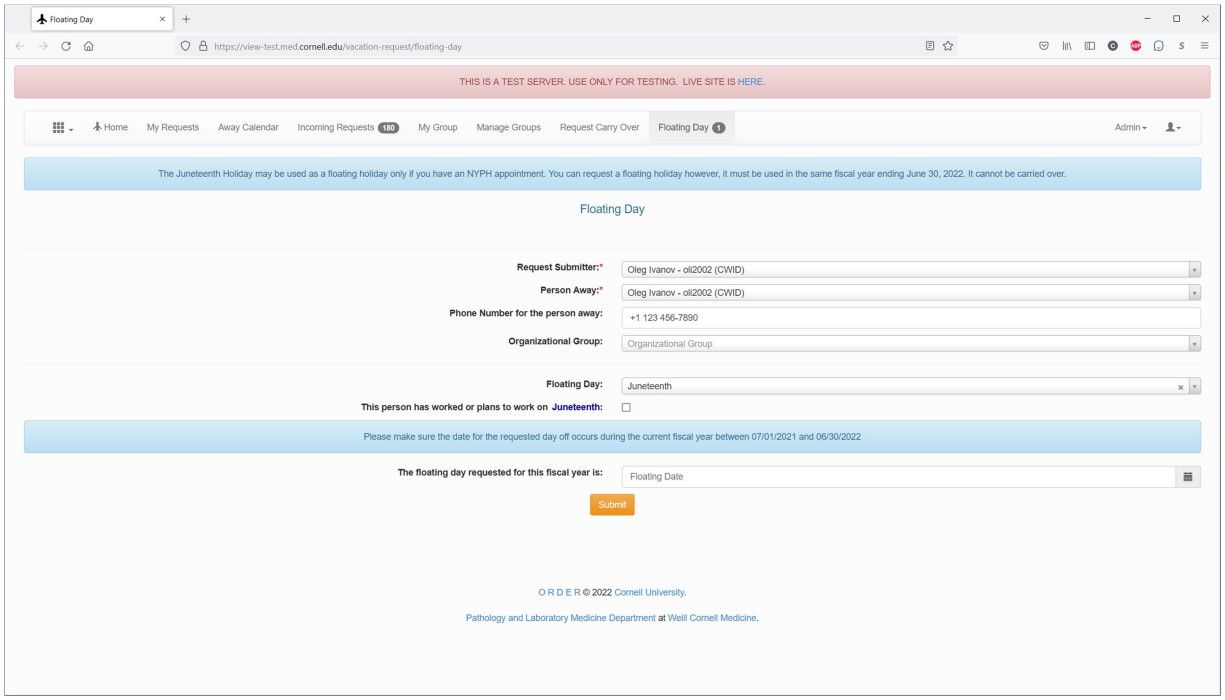
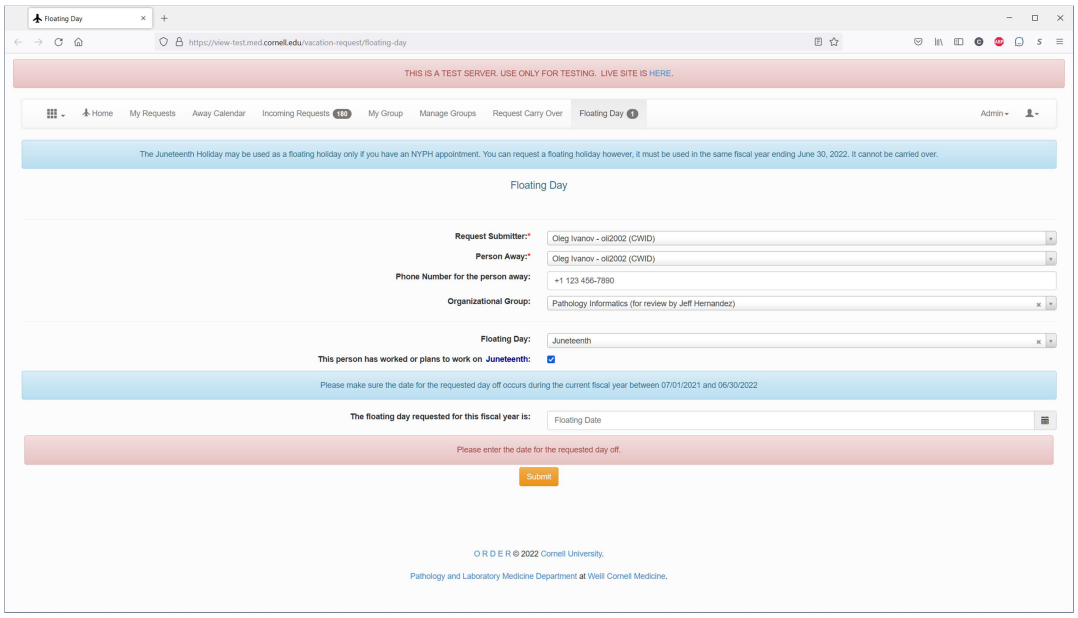
Floating Day Request

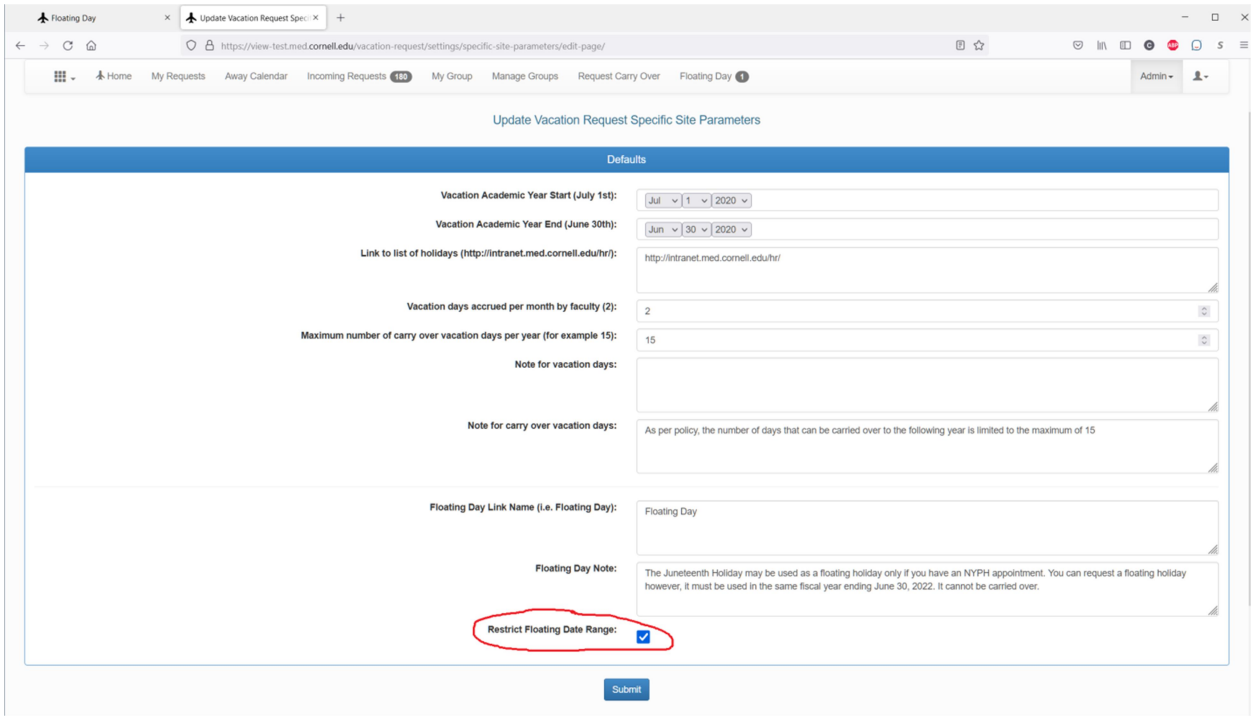
Note: the test server url is used in this manual. The live server is located in this url: https://view.med.cornell.edu/vacation-request

1. Submit a new floating day request – click on the “Floating Day” item on the top of the navigation menu.

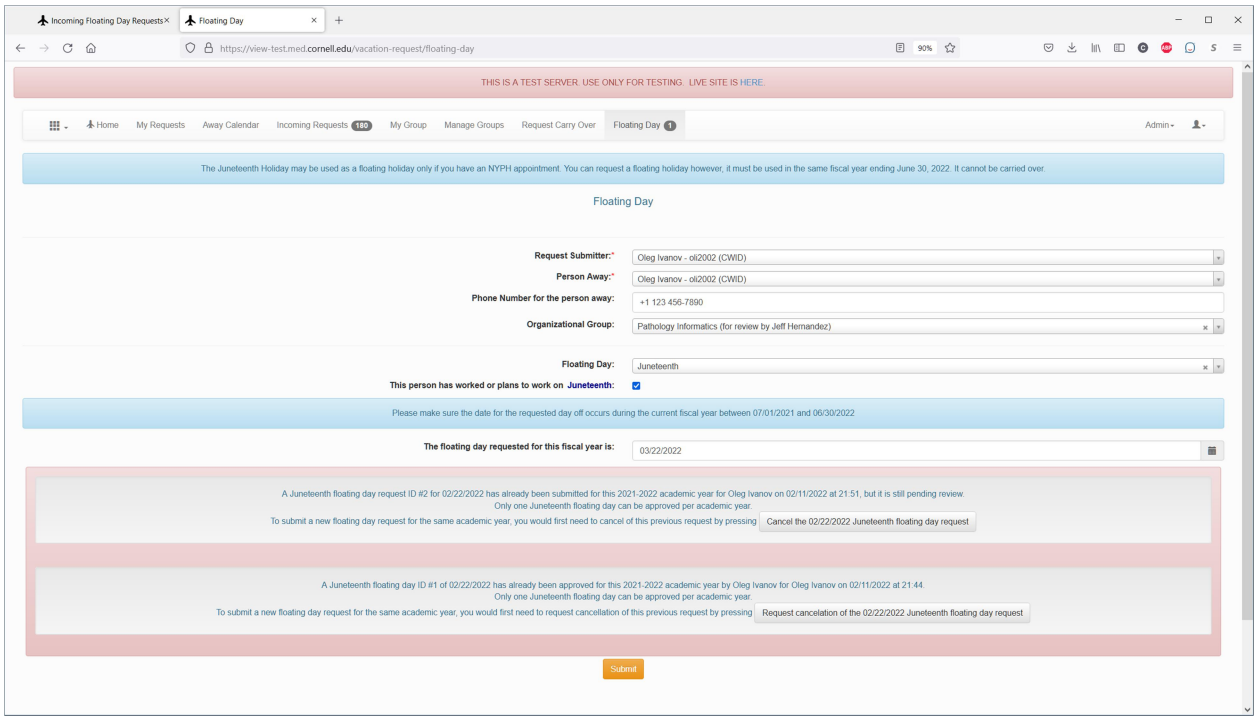


All fields must be filled out, by clicking the “Submit” button, the form will be validated and errors will be displayed. The floating day is limited to the current fiscal year between 07/01/2021 and 06/30/2022, however, this restriction can be removed on the site settings by admin.



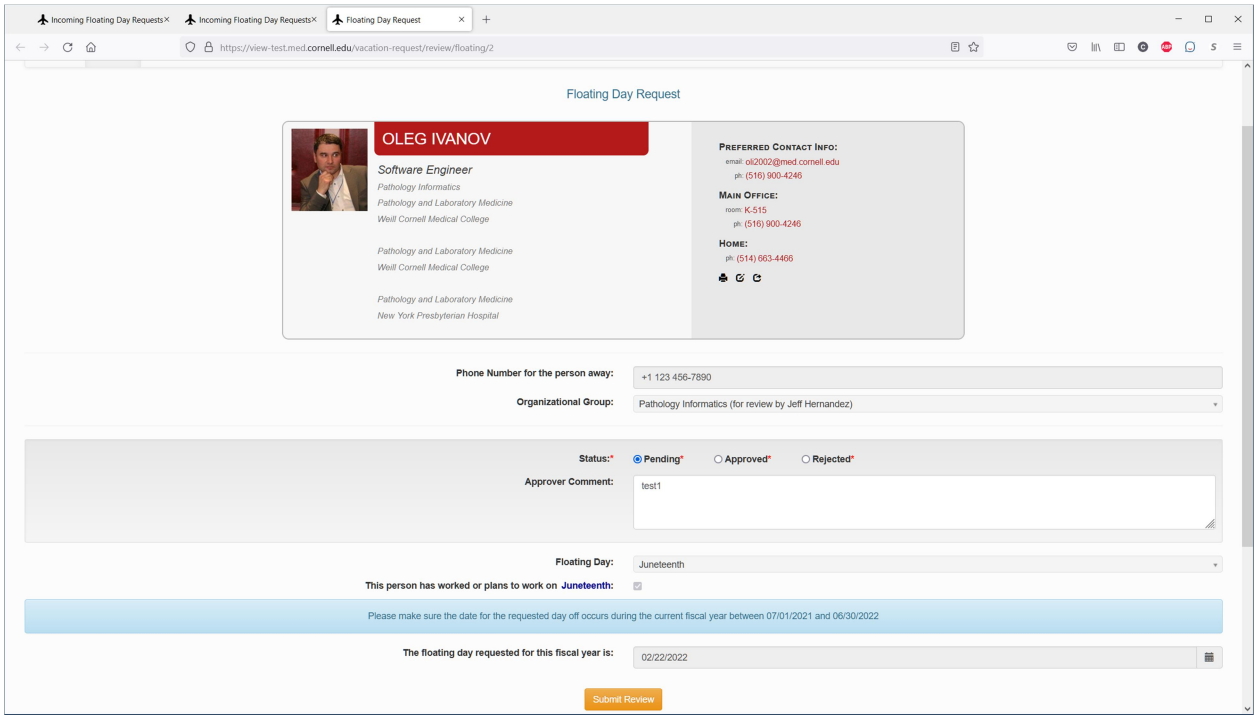


Only one Juneteenth floating day can be approved per academic year. It is possible to cancel or request a cancelation request, on the fly, without leaving the form.



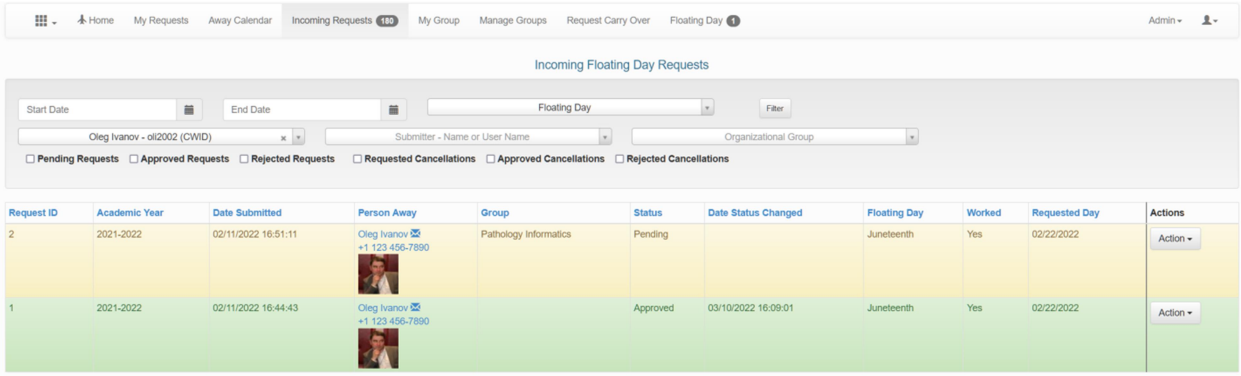
2. Approve/Reject the form by the group's approver.

Approver/Reject the floating day request is similar to the usual vacation/business requests: by the links in the email notifications, by “Review” link in the action menu. The comment can be added by the approver.

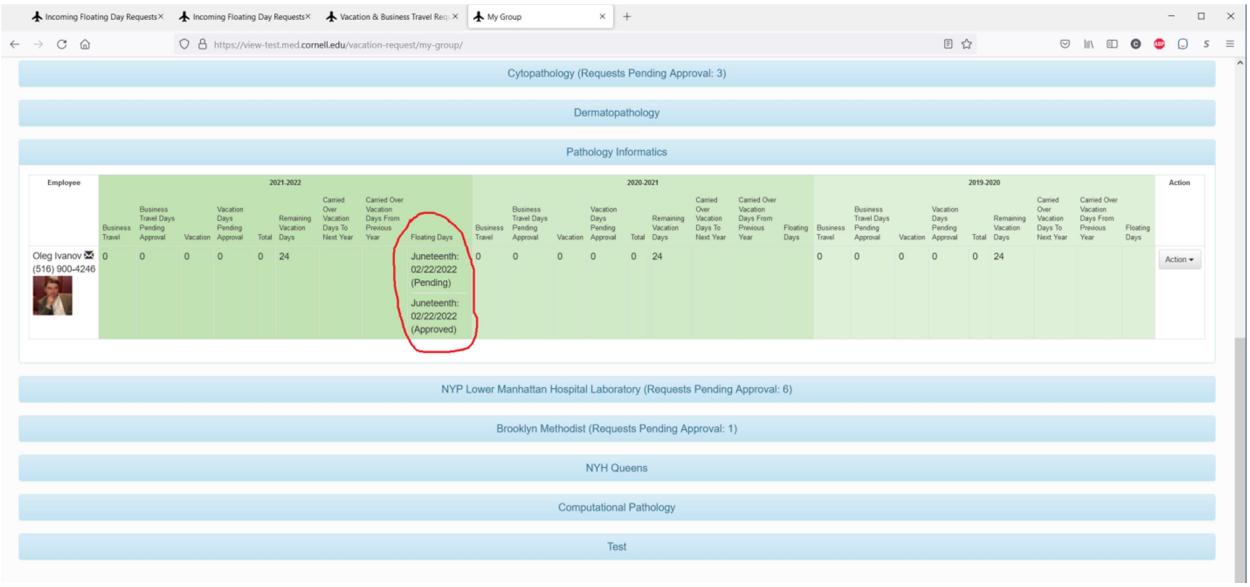


3. View the floating day requests

   a) “Incoming Requests” page

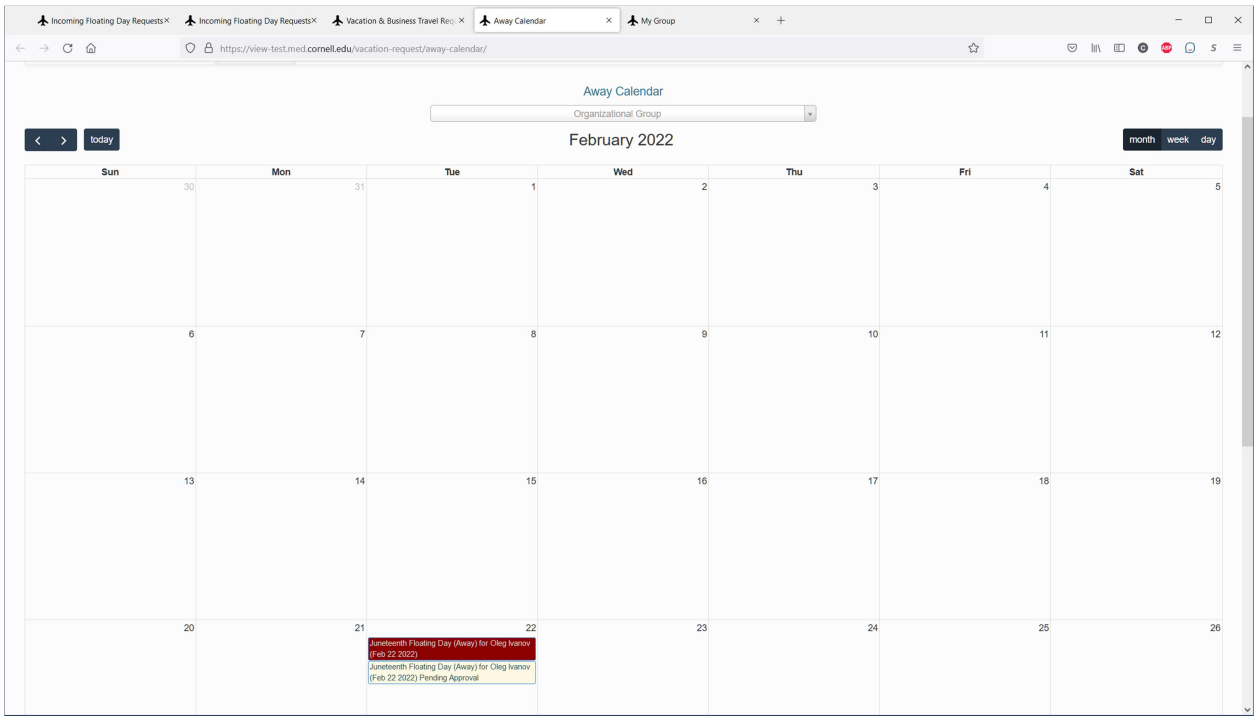


   b) “My Group” page in the new column “Floating Days”.



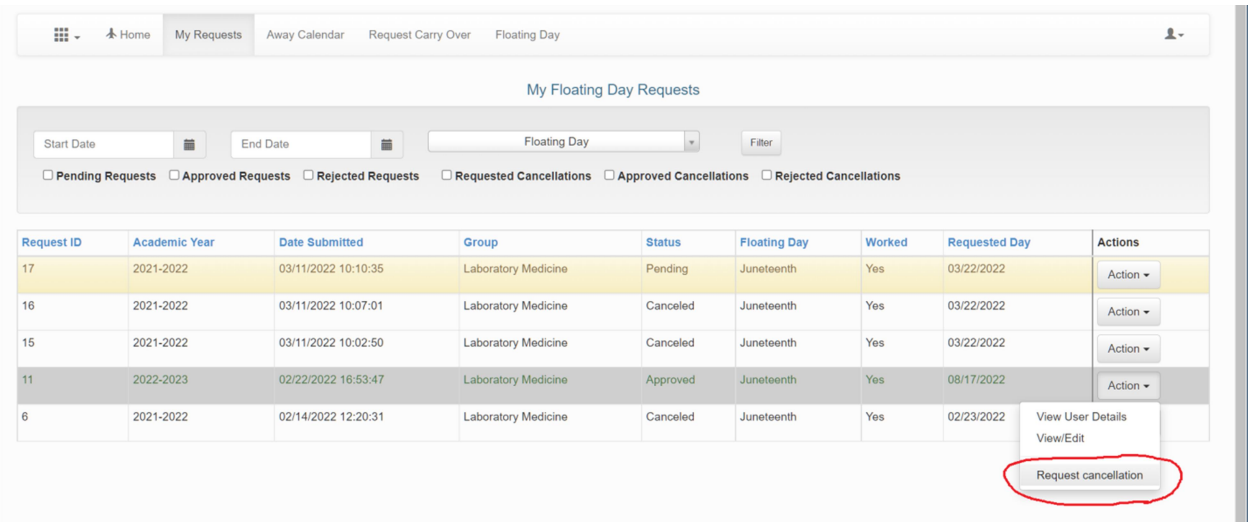
c) “Away Calendar” page.

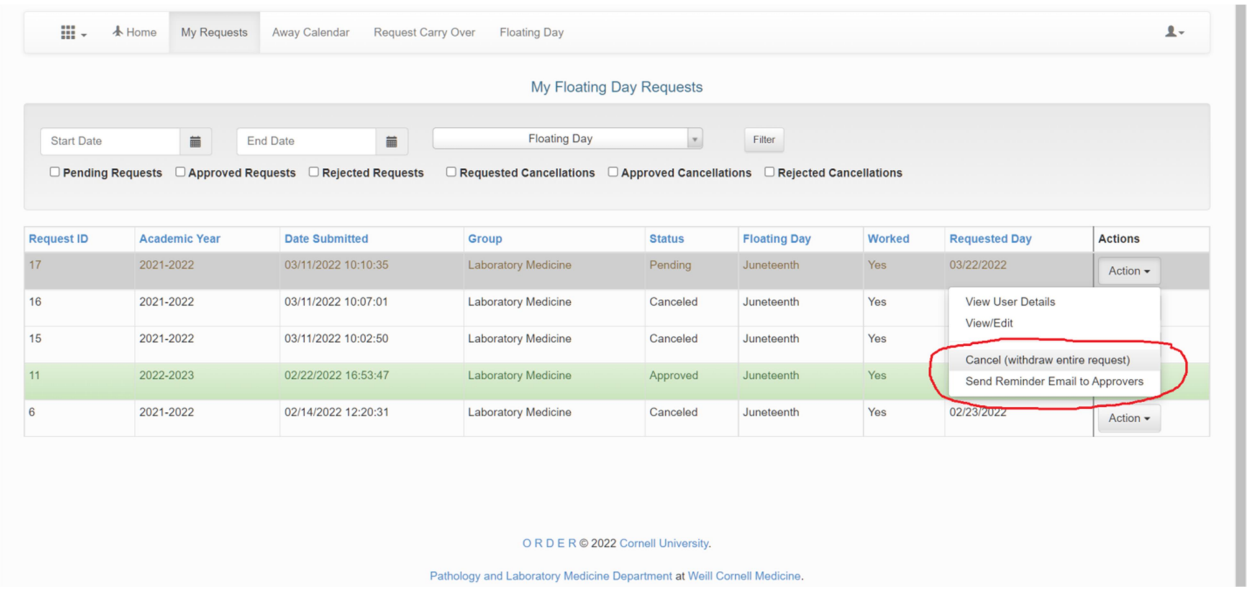
Approved floating day are colored in red, pending in yellow.



4. Cancelation previously submitted floating requests – is similar to the vacation/business requests.

   Pending requests can be canceled by a submitter.
   Approved requests can be canceled by admin only, however, the submitter can submit a cancelation request and wait for the approver to cancel this approved request.





A submitter can resend a reminder email to an approver to review the floating request.