MyTimeOff.nd.edu is an online tool for requesting, approving, and tracking leave requests.

MyTimeOff.nd.edu eliminates paper request forms and makes requesting, approving, and tracking leave requests simpler and faster for employees and managers.

Go to/Log In: MyTimeOff.nd.edu

Submit a leave request
Receive approval email

View pending leave requests
View leave history

FAQs

Who will receive and approve my leave request?
The individual listed as ‘Your Supervisor’ will receive the leave requests you submit. If your supervisor is incorrect, please contact askHR by phone (547-631-5900) or email (askHR@nd.edu).

How does my vacation accrue?
Vacation accrues according to rates determined by years of service. Please refer to the Exempt Vacation Policy on the Human Resources website for more information.

How many hours of personal leave do I have? How many hours of family sick leave do I have?
Each exempt employee is allowed 2 days (16 hours) of personal leave per calendar year. Each exempt employee is allowed 5 days (40 hours) of family sick per calendar year. Please refer to the Exempt Vacation Policy on the Human Resources website for more information: http://hr.nd.edu/nd-faculty-staff/forms-policies/vacation—administrators/

I know I will be taking an extended absence and I am confused about the appropriate use of sick leave and vacation time, what should I do?
For questions, please contact askHR and ask about the proper use of sick, vacation, and FMLA time. MyTimeOff is not used to record employee sick days or FMLA leave at this time, but may be added at a future date. Please refer to the appropriate university leave policies for more information.

When will my leave hours be deducted from my current available hours?
Leave hours will be deducted from their respective balances on the first day of the leave.

I no longer need to use my leave time, how do I cancel my request? Can I cancel my request even if it has been approved?
Go into ‘Pending Leaves’ and select the leave requests you wish to cancel. You can cancel your leave request up until the day/dates of your scheduled leave.

How can I make a correction to my leave hours after the leave request has been applied?
In the event you need to correct your leave balances after the date has passed, please call askHR. If the leave date is in the future you may simply cancel the request and no leave will be deducted.

Can I enter a request for leave hours that have already taken place (in the past)?
Yes. the MyTimeOff tool allows you to enter leave requests that have already taken place (in the past).
Submit a Leave Request

1. Go to ‘Submit Leave Request’.
2. Select a Leave Type. In the yellow pane, click the down arrow next to the Leave Type box and select the type of leave request.
3. Enter a Start Date and/or End Date. Click the Start/End Date box, a calendar will open. Select a date using the calendar tool or type a date into the box. Change the hours to be taken if you will be taking less than a full day of time off.
4. Submit Your Request. Click the ‘Submit for Approval’ button. Once submitted, you will be taken to the ‘My Pending Leaves’ tab.

View Pending Leaves—Cancel a Leave Request

1. Go to ‘My Pending Leaves’.
2. Select the Leave Request. Toggle the check box for the leave request(s) you want to cancel. You can select multiple leave requests at one time.
3. Cancel the Leave Request. Click the ‘Cancel Selected’ button.

View Leave History

1. Go to ‘Leave History’.
2. Enter a Date Range. Click the Start/End Date box, a calendar will open. Select a date using the calendar tool or type a date into the box.
3. Select a Leave Type. Click the down arrow next to the Leave Type box and select the type of leave request.
4. View Leave History. Click ‘Search’.