

Requesting PTO & Checking Your PTO Balance

How to request paid time off in Justworks and keep an eye on your balance.

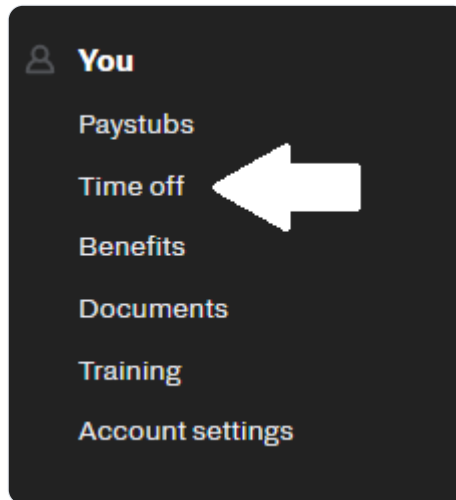
UPDATED JULY 2026 · INTERNAL USE ONLY

1 Log into Justworks.

Go to secure.justworks.com/login.

2 Open “Time Off.”

Click **Time Off** on the left-hand vertical menu, just below “Paystubs.”



The Time Off menu item

3 Review your time-off screen.

On the following screen you will see:

- The next holiday observed by the company
- Your upcoming requested/approved PTO
- Your past PTO
- Your PTO balance (not counting upcoming PTO)

Your time off

NEXT HOLIDAY
Memorial Day
Mon, May 30, 2022
[Show all holidays](#)

Upcoming

Thu, May 26 – Tue, May 31, 2022
3.00 days (24.00 hours) of SEN Sick and Personal Leave Policy

APPROVED

Tue, Jun 21 – Fri, Jul 1, 2022
9.00 days (72.00 hours) of SEN Vacation Policy Full-Time Employees

APPROVED

Thu, Aug 4 – Wed, Aug 10, 2022
5.00 days (40.00 hours) of SEN Sick and Personal Leave Policy

APPROVED

History

2.00 days of SEN Sick and Personal Leave Policy used this year.
3.00 days of SEN Vacation Policy Full-Time Employees used this year.

Fri, Mar 4 – Tue, Mar 8, 2022
3.00 days (24.00 hours) of SEN Vacation Policy Full-Time Employees

APPROVED

Thu, Jan 6 – Fri, Jan 7, 2022
2.00 days (16.00 hours) of SEN Sick and Personal Leave Policy

APPROVED

Time off balance

Upcoming days are not included in the balances below.

SEN Sick and Persona... [Show details](#)

10.00 days
80.00 HOURS

SEN Vacation Policy F... [Show details](#)

15.00 days
120.00 HOURS

REQUEST TIME OFF

Your time off overview

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Click “Request Time Off.”

Use the blue button on the right-hand side.

Time off balance

Upcoming days are not included in the balances below.

SEN Sick and Persona... [Show details](#)

10.00 days
80.00 HOURS

SEN Vacation Policy F... [Show details](#)

15.00 days
120.00 HOURS

REQUEST TIME OFF

Your balance, with the Request Time Off button

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Provide the details of your request.

a. Select either Sick/Personal or Vacation. As a general rule:

- Choose “**Vacation**” if you are planning something fun :)
- Choose “**Sick/Personal**” if you need time off to recover from sickness, take care of a family member, or attend to other personal business (a doctor's note or other documentation might be requested by the COO).

New Time Off Request

Alex Shub will be notified when you submit your request. Justworks will notify you when they respond.

POLICY

Select a policy...

Select a policy...

SEN Sick and Personal Leave Policy

SEN Vacation Policy Full-Time Employees

NOTE TO ALEX SHUB OPTIONAL

Select a policy for your request

b. Select the start and end dates of your requested PTO. Keep in mind that you can select partial days off.

c. Add an optional note to your direct supervisor, who will receive your request via email.

POLICY

SEN Sick and Personal Leave Policy

START DATE

05/03/2022

END DATE

05/03/2022

☒ Take partial days off

MODIFY TOTAL TIME OFF

1 days (8.00 hours)

1 day = 8 hours

NOTE TO ALEX SHUB OPTIONAL

Dates, partial days, and the optional note

Reminders & Recommendations

- Please request vacation time with **at least two weeks' notice**.
- After your vacation is approved, we recommend putting a reminder in your supervisor's Outlook calendar (and in that of other colleagues as needed).
- Every January 1st, PTO balances reset to: **(20) vacation days** and **(8) sick/personal days** — both to be used before Dec 31.