OUTSOURCING SERVICES INTERNATIONAL

ABSENCE REQUESTS

NEW PROCESS

TimeTrex requests will no longer be required.
We've made it easier for you to request a personal absence whenever you need it.
Just follow these simple steps:

Identify your type of absence to know when you can request it

MINIMUM 15 DAYS PRIOR

MINIMUM 48 HOURS PRIOR

| Vacations | Swap | Paid | Non-paid | Schedule modification |

2 Go to **MyOSIHub.com** and fill the request form.

If approved, you will receive a confirmation e-mail.

3 Approach the **Absence Requests** spot located on the left side of the 4ᵗʰ Floor to sign your absence documentation.

If documentation is not signed, your absence won't be applied.

✕ **IF YOUR REQUEST IS DENIED:**

Do not apply through the form again until you contact your immediate supervisor to confirm the reason and discuss alternative dates or solutions