

### What you need to know about absence and time off requests:

Time Off – vacation, sick, personal business, etc. Employee requests route to the Manager.

Absence – Family & Medical Leave (F&ML). Employee requests route to the Absence Partner.



- Absence management plans (time off and F&ML) can run at the same time and will require two separate entries in Workday. If you request time off and Family & Medical Leave in the same request event, the task will route to your absence partner only. Requests for time off and F&ML need to be done separately from each other.
- OSPA is the official record for leave balances. Workday receives balances from OSPA via an integrations on the 15th of each month for balances available as of the 1st of that month. The balances displayed in Workday from the 1st to the 14th are a forecast only, based on your leave accrual rate and time off requests approved in Workday through the current date.
- If you're on a job rotation, your time off requests will route to both your base and rotation manager. The appropriate manager should complete the task. The rotation manager sees limited data.
- If the time off/F&ML request is not yet approved you can cancel it. You cannot correct a time off/F&ML request if it is not yet approved
- If the time off/F&ML request is approved, you can request to correct it. This includes correcting it to zero hours of leave for the day. You cannot cancel an approved request.
- If several days were requested at once, you must correct or cancel the full event. You can't just select one day out of the event.
- Managers can “send back” time off requests, but should not “send back” corrections. They should “approve” or “deny” the request, and ask the employee to resubmit the correction appropriately.

- Requests that are cancelled or corrected will always show in history.
- You must wait until your Manager or Absence Partner approves your correction before the hours are returned to you.
- Leave accrual usage is dictated by manager, policy and bargaining unit. For questions contact your manager or HR Partner.
- Employees don't enter earned STA and CTA in Workday. It only goes on your timesheet.
- ST and CTL accrued in the same month will not be reflected in your balances. You can still request them even though your balance is showing zero, however you will get an alert message. Read the message and continue if applicable. As long as you have accrued the time in ePayroll, you can take it.
- Today's balances displayed do not take into account approved leave in the future. Look at "As of date" balance using the date of your most future dated request.
- If an employee has a future dated time off approved under one manager and then job changes to another, they can't correct it. You'll need assistance from the [Workday Helpdesk](#) to cancel it. An employee can then resubmit to the new manager. Once an employee changes jobs, they won't be able to change any time offs in history.
- To find your leave accrual rate navigate to your *Profile* page, select *Time Off*, select the *Vacation Leave Accrual Rates* tab.