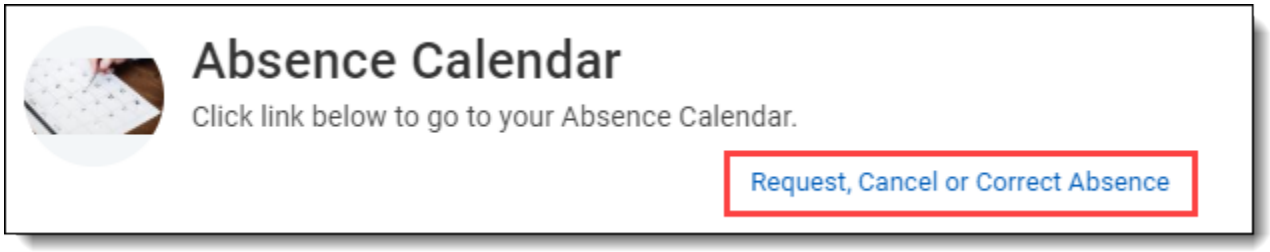
Time Off Request

This job aid provides step-by-step instructions on how to enter a request for time off in Workday.

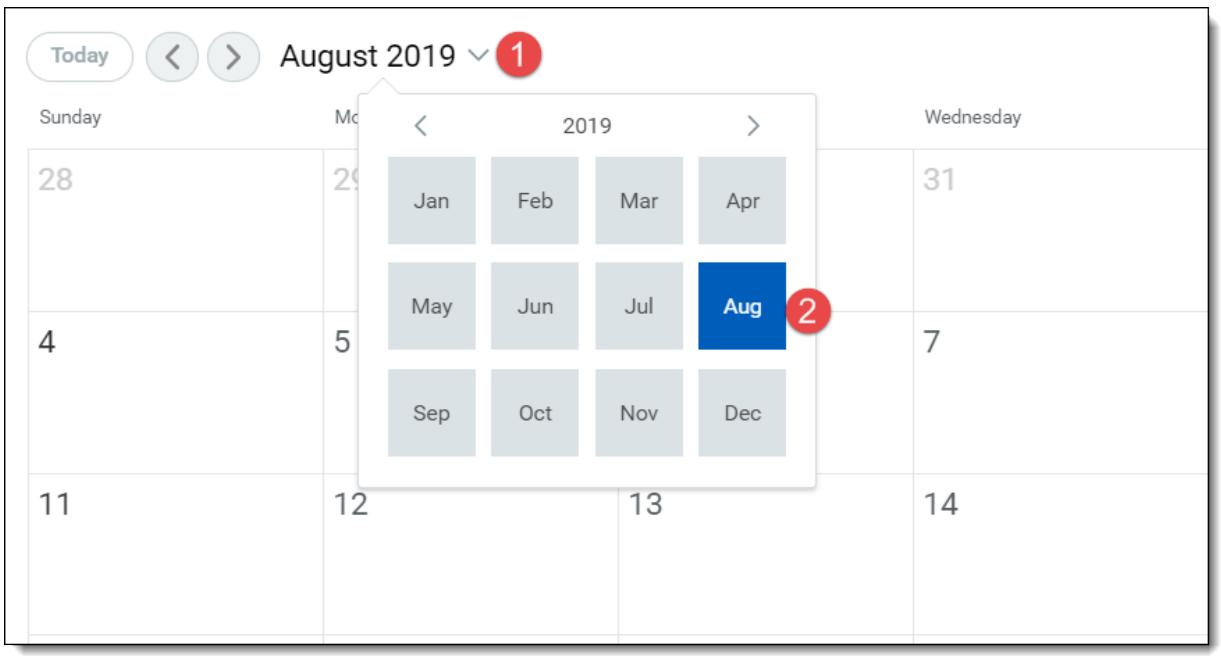
⚠	If you would like your time off protected under Family & Medical Leave, **it is a two-step process:** Step 1: Submit a time off request and Step 2: Submit a request to have the time off protected under Family & Medical Leave. See the job aid Family & Medical Leave Request to request protection.

Step 1: On the *Home* screen, click the **Absence** worklet.

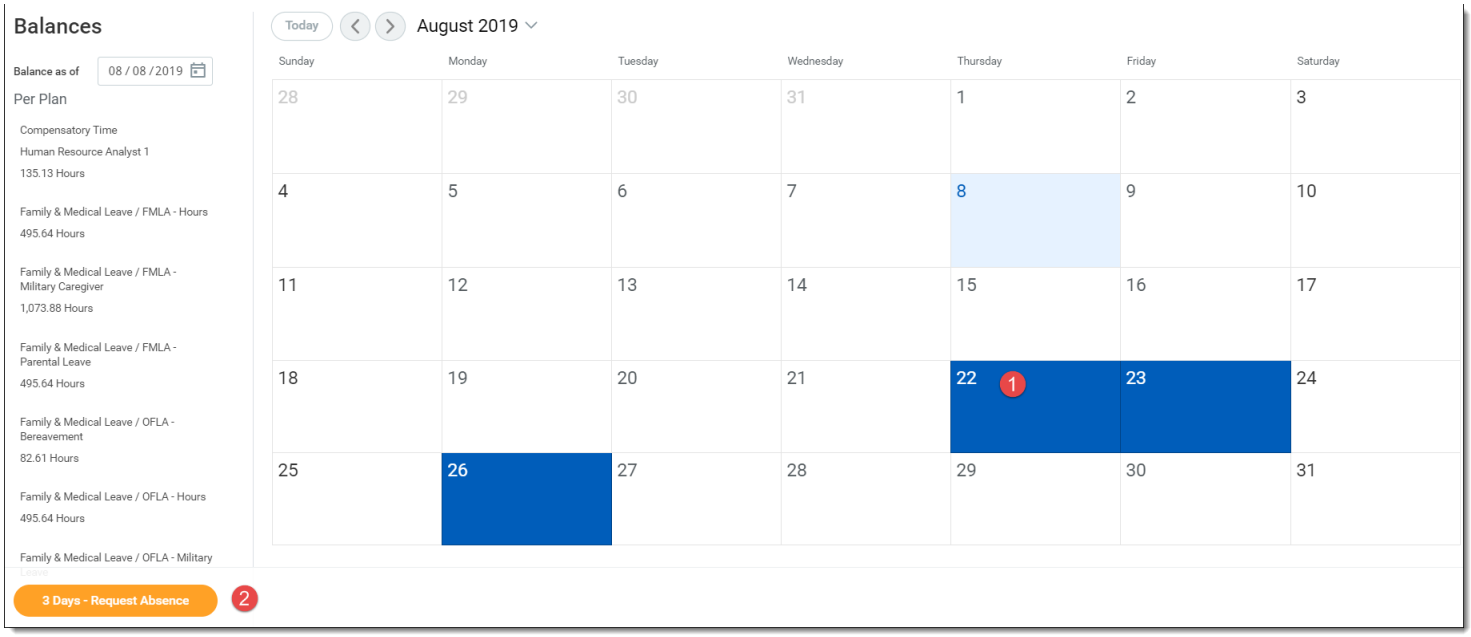
Step 2: Click **Request, Cancel or Correct Absence.**



Step 3: On the *Absence Calendar*, click the **down arrow** prompt to navigate to the correct month (1). Click the **month** for the leave entry (2).

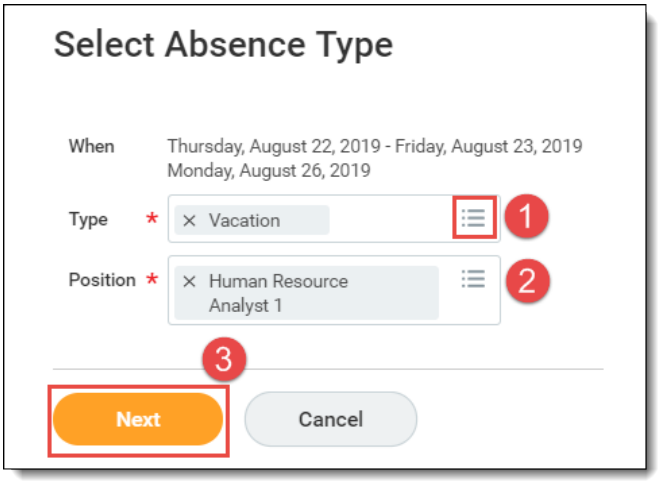


Step 4: Click on the **calendar dates** to select the day(s) for the absence (1). Selected days will turn dark blue. Click **Request Absence** to continue (2). Regularly scheduled days off should not be selected, as this would result in requesting time off on days you are not scheduled to work.



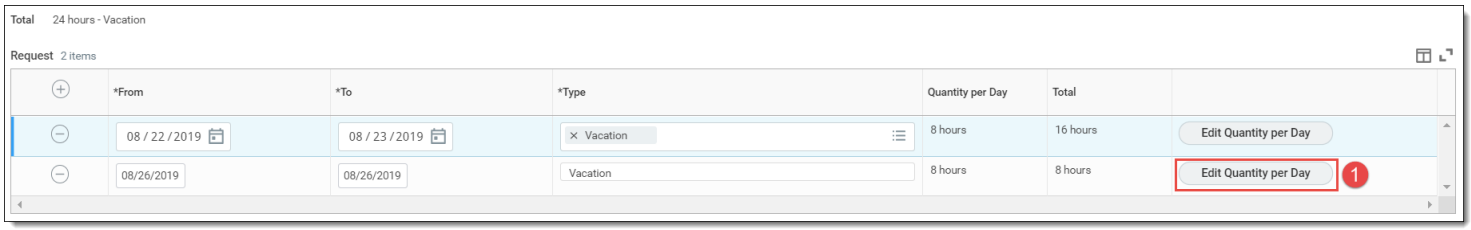
Deselecting Dates: Depending on your work schedule, weekends may need to be deselected. To avoid requesting time off on your regularly scheduled days off, click on the date to deselect it.

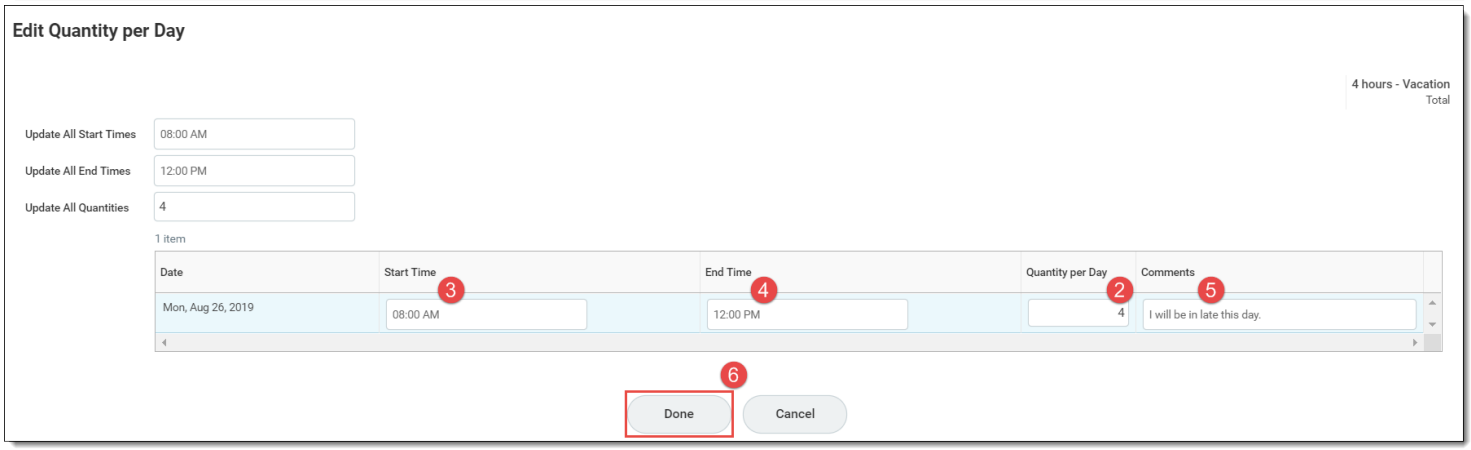
Step 5: From the *Select Absence Type* menu, click the menu prompt to select the absence **Type** (1). From the *Position* menu prompt, select your base position (2) Note: if you only have one position this will auto populate. Click **Next** (3).



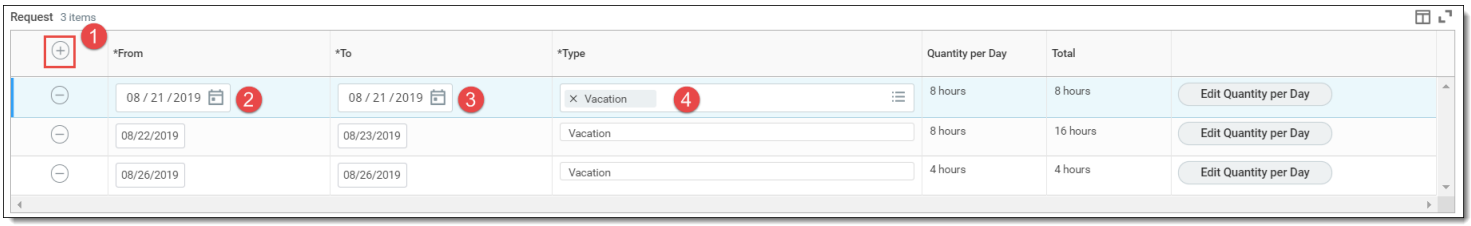
Step 6: From the *Request Absence* screen, click the **Edit Quantity per Day** button (1) enter the adjusted **Quantity per Day** (2), enter **Start Time** (3) and **End Time** (4). Add a **Comment** (5). Click **Done** (6).

⚠	*Quantity per Day* defaults to 8 hours. When requesting less than or greater than 8 hours a day, *Edit Quantity per Day* and enter a *Start Time* and *End Time.*





Step 7: If you want to add another time off at this point, click the **+** icon (1). Click the **From** date box to add the time off start date (2). Click the **To** date box to add the time off end date (3). Click the **Type** field to select from the list of time off types (4).



Step 8: Click in the **Comment** box at the bottom of the *Request Absence* screen to add an overall comment for the time off request. Click **Submit**.

Step 9: Click the **Submit** button at the bottom of the *Request Absence* screen to save all changes.

Note:
Time Off – vacation, sick, person business, etc. Employee requests route to the Manager.
Absence – Family & Medical Leave (FML). Employee requests route to the Absence Partner.