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.