

## REQUEST TIME OFF

Employees will use Workday to request paid time off for **vacation, sick time, bereavement, and jury duty**. Requests are submitted and approved under the **Absence Application**.

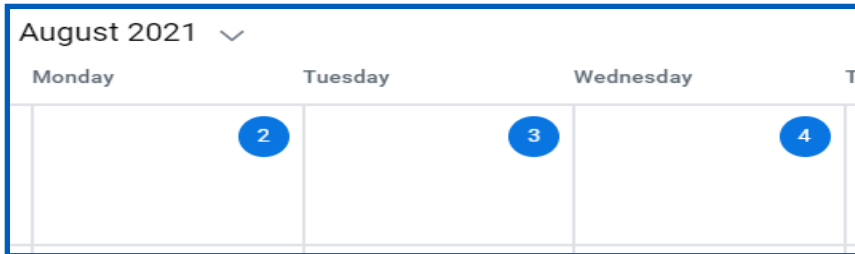



**Note:** To request FMLA or other Leaves of Absence contact HR.

## TIME OFF REQUEST



1. Select the **Absence** application.
2. Click the **Request Absence** button under the Request Section. The Absence calendar opens.
3. Choose the month and day(s) you wish to request off by clicking within the appropriate **calendar square**. To choose multiple days, click and drag. The selected days will highlight blue. Click a selected day to deselect it.



4. Click the **Request Absence** button. 
5. The Select Absence Type box opens. Click in the **Type box**.
6. Choose **Time Off Paid**.

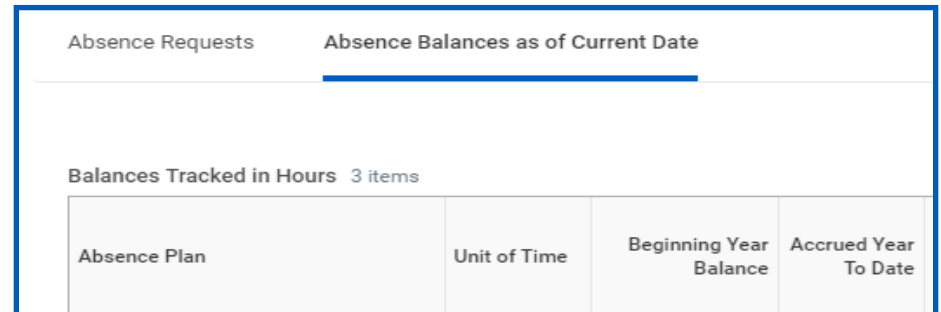
7. Select the **type** of absence requested.
8. Click **Next**.
9. **Optional:** To change the Quantity per Day amount, click **Edit Quantity per Day**. Enter the desired amount and any needed comments. You can also update all quantities to the same amount at once using the Update All Quantities field. Click **Done**.

Quantity per Day	Total	
8 hours	24 hours	<button>Edit Quantity per Day</button>

10. Click **Submit**. Your time off request is ready for approval. **Note:** For Bereavement time off requests the Details section is required.

## VIEW TIME OFF REQUESTS & BALANCES

1. From the home page select the **Absence** application.
2. Click the **My Absence** button under the View Section. A report of your Absence Requests displays.
3. Choose the **Absence Balances as of Current Date** tab to view a report of your Absence Balances.



Absence Requests		Absence Balances as of Current Date	
Balances Tracked in Hours 3 items			
Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date