

Manage Your Time Off & Leave of Absence

Manage time off in Workday on your computer or mobile device.

View Time off and Leave of Absence

From the absence application:

1. Under the View section, select **My Absence**. A report of your absence requests displays.

The screenshot shows the 'My Absence' page for Brian Kaplan. It includes navigation links for Organization (Global Modern Services >> Global Support - USA Group) and Manager(s) (Amelia Casias). There are two tabs: 'Absence Requests' and 'Absence Balances as of Current Date'. The 'Absence Requests' tab is active, displaying a table with 64 items. The table has columns for Date, Day of the Week, Type, Requested, Unit of Time, Comment, Status, and View More.

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
08/04/2022	Thursday	Vacation (Hours)	4	Hours		Submitted	🔍
08/03/2022	Wednesday	Vacation (Hours)	4	Hours		Submitted	🔍
12/09/2021	Thursday	Vacation (Hours)	8	Hours		Approved	🔍

2. Select the **Absence Balances as of Current Date** tab to review your absence balances as of today's date. Workday tracks balances in either days or hours depending on the type of absence plan.

View Time Off and Leave of Absence Balances

From the Absence Application:

1. Under the View section, select **Absence Balance**.
2. In the As Of field, enter a date.
3. Select **OK**. The Absence Balance report displays reflecting the date entered. Depending on the type of absence plan, Workday tracks the balances in either days or hours.



Note: You may not be able to view the balance for all absence types.

The screenshot shows the 'Absence Balance' page for Brian Kaplan. It includes navigation links for Organization (Global Modern Services >> Global Support - USA Group) and Manager(s) (Amelia Casias). The 'Absence Balances as of Current Date' tab is active, displaying a table with 2 items. The table has columns for Absence Plan, Unit of Time, Beginning Year Balance, Accrued Year To Date, Absence Paid Year To Date, Beginning Period Balance, Accrued In Period, Absence Paid In Period, Carryover Forfeited In Period, Ending Period Balance, Ending Period Balance Including Pending Events, and As of Period.

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued In Period	Absence Paid In Period	Carryover Forfeited In Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period	
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	08/16/2022 - 08/31/2022: (Semi-monthly)	
Paid Time Off	Hours	80	106.72	0	180.05	6.67	0	0	186.72	178.72	08/16/2022 - 08/31/2022: (Semi-monthly)	
									Total:	202.72	194.72	

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Submit Time Off and Leave of Absence Request

From the Absence Application:

1. Under the Request section, select **Request Absence**. The unified absence calendar displays.
2. Select the day you wish to take off or select and drag to select multiple days. Select a selected day to clear it.
3. (Optional) Select the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.
4. Select Request Absence. The number of days you requested dynamically displays on the button to help confirm your request.
5. In the Type field, select the type of absence. Your options will include both time off and other absence types.
6. Select **Next**.
7. The Quantity per Day may default to a set amount or to your daily scheduled hours depending on whether balance tracking is in days or hours.
8. (Optional) To change the Quantity per Day amount, select **Edit Quantity per Day**. Enter the desired amount and any comments. You can also update all quantities to the same amount at once using the Update All Quantities field. Select **Done**.

Request Absence Brian Kaplan

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the **Edit Quantity per Day** option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.
If all the details are correct, click the **Submit** button to process your request.

Total 120 hours - Vacation (Hours)

Request 1 item

*From	*To	*Type	Quantity per Day	Total
08/08/2022	08/26/2022	× Vacation (Hours)	8 hours	120 hours

Edit Quantity per Day

9. In the Attachments area, attach any appropriate supporting documents by dragging them to the area or by selecting **Select files**.
10. Select **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.

Cancel a Submitted Time Off Request

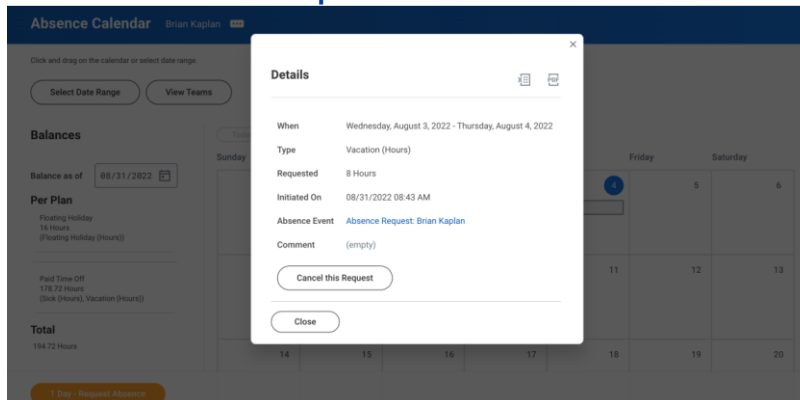
You can cancel submitted but not yet approved time off requests. Once approved, you must correct the request to cancel it.

Manage Your Time Off & Leave of Absence

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From the Absence application:

1. Select **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. On the calendar, select the time off entry.
3. Select **Cancel this Request**.



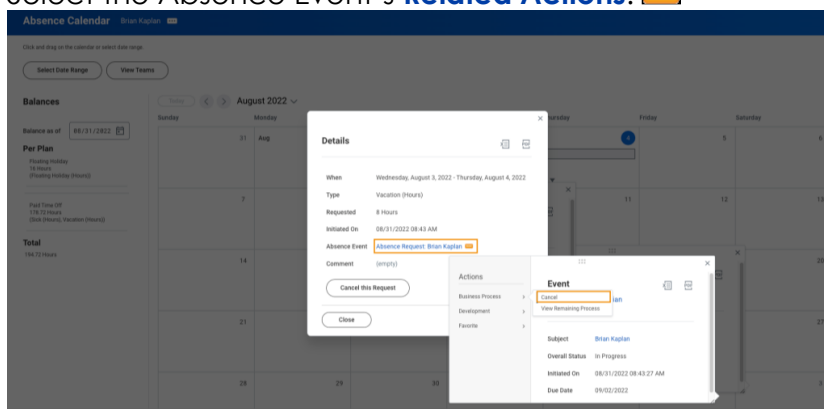
4. Enter a comment. Workday requires a comment for cancellations.
5. Select **Submit**. The process does not require further approval.

Cancel a Submitted Leave of Absence Request

You can cancel submitted but not yet approved leave of absence requests. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Select **Request Absence** or **Correct My Absence** to open the unified absence calendar.
2. On the calendar, select the leave of absence entry.
3. Select the Absence Event's **Related Actions**.



4. Select **Business Process > Cancel**.
5. Enter a comment. Workday requires a comment for cancellations.

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6. Select **Submit**. The process does not require further approval.



Note: As shown, the user experience to cancel an absence request is different from a time off request when initiated from the absence calendar. It is also possible to cancel both time off and leave of absence requests in the same manner. From your Inbox Archive tab, access the absence request and select Cancel to initiate the cancellation. The Archive tab only includes absence requests completed within the last 30 days.

Modify Previously Submitted and Approved Time off Requests

From the Absence Application:

1. Select **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. On the calendar, select the time off entry.
3. Select the days you want to correct or select the **Remove Row** icon to remove the days.
4. In the Type field, select the type of time off.
5. In the Quantity per Day field, enter an adjustment to requested hours

Correct Absence Brian Kaplan ...

Total
8 Hours

Wednesday, August 3, 2022 - Thursday, August 4, 2022

Select All 0 selected

Correct 2 items

	Date	Type	Daily Quantity	Select
⊖	Wednesday, August 3, 2022	Vacation (Hours)	4 Hours	<input type="checkbox"/>
⊖	Thursday, August 4, 2022	Vacation (Hours)	4 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Comment

6. Select **Submit**.



Note: To correct an approved leave of absence request, you will need to notify an HR administrator. Your organization may have additional procedures for managing leave of absence requests.

Mobile: Request Time Off

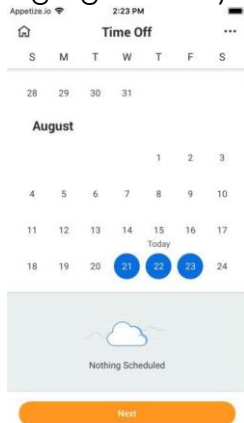
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The Time Off application displays your time off balances and time off details. You can also use it to request time off.

From the Time Off application:

1. Select the days to highlight them and request time off. You can select a highlighted day to clear it.



2. Select **Next**.
3. Select the Time Off Type. The Review Time Off screen displays.
4. (Optional) Select a day to adjust the number of requested hours for each day and enter a comment.
5. Select **Submit**. (Select **Done** if on Android.) A confirmation page displays. Your request routes to your manager for review and approval

Mobile: Correct Time Off

From your mobile device, you can correct time off that your manager has approved.

From the Time Off application:

1. Select the **Time Off** application.
2. Select existing, approved time off in the calendar.
3. Select **Next**.
4. Update the Time Off Type and the duration, as desired.
5. Select **Submit**.