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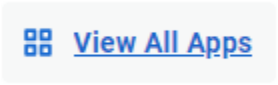
Manage Your Time Off and Leave of Absence

The Absence application located on the Workday homepage is your main area to complete activities related to reporting absences and requesting time off.

On this job aid:

- Reporting Time Off
- View Time Off and Leave of Absence
- View Time Off and Leave of Absence Balances as of a Certain Date
- Submit Time Off and Leave of Absence Requests
- Cancel a Submitted Time Off Request
- Cancel a Submitted Leave of Absence Request
- Modify Previously Submitted and Approved Time Off Requests
- View Time off
  - Sync Calendar Information – iPhone, iPad, & Android
- Request Time Off - iPhone & Android
- Request Time Off - iPad
- Correct Time Off - iPhone

On your Home Page under Your Top Apps, click View all Apps,



When you click on the Absence application, there are three main areas to review:

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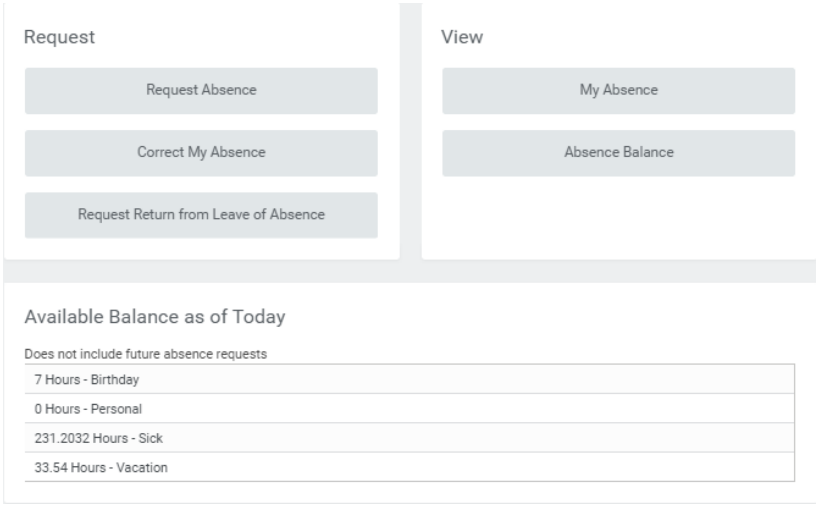

- **Request:** this section is where staff can report absences and request scheduled time off
- **View:** this section is where staff can review any input time off, balances, and time off results by period
- **Available Balance as of Today:** this section provides a quick view summary of accrued hours

Reporting Time Off

If you miss scheduled work days because of illness or another reason, you will need to report these absences as time off. In most cases unscheduled absences will be for unforeseen sick time and emergencies. Unpaid absence times will reduce pay for that period. Other absences such as vacations and personal holidays should be scheduled in advance. Time is accrued differently for benefits eligible employees, student employees, non-benefits eligible, temporary, and seasonal staff. Absence requests will remain in the Time Approvers queue till it is approved.

> **Note**
>
> Reach Out: Consult with your manager on any questions about scheduled time off to ensure proper coverage for your team.

Absence types may include:

- Bereavement Leave
- Birthday
- Jury Duty
- Personal Time
- Sick Time
- Vacation Time
- FMLA
- Leave if Absence without pay

View Time Off and Leave of Absence

From the Absence application:

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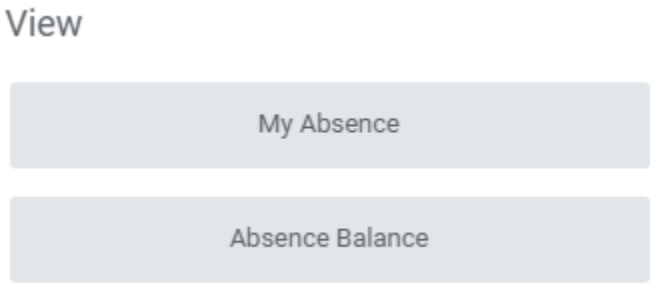
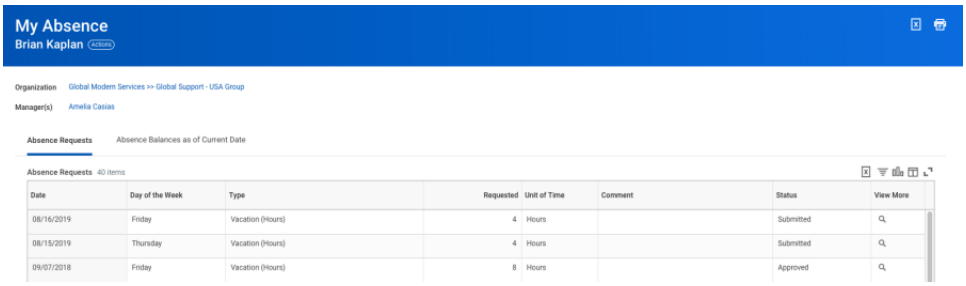
1. Click **My Absence** under the View section.



2. A report of your Absence Request displays. The first tab will display your absence requests.



3. Click the **Absence Balances as of Current Date** tab to see your absence balances as of today's date. Depending on the type of absence plan, Workday tracks balances in either days or hours.

View Time Off and Leave of Absence Balances as of a Certain Date

> **Note**
>
> You can set a date in the future to view your available time as a planning tool. You may not be able to view the balance for all absence types.

From the Absence application:

1. Click the **Absence Balance** button under the View section.

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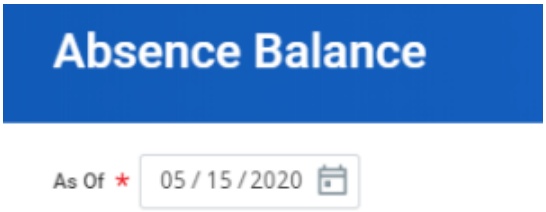
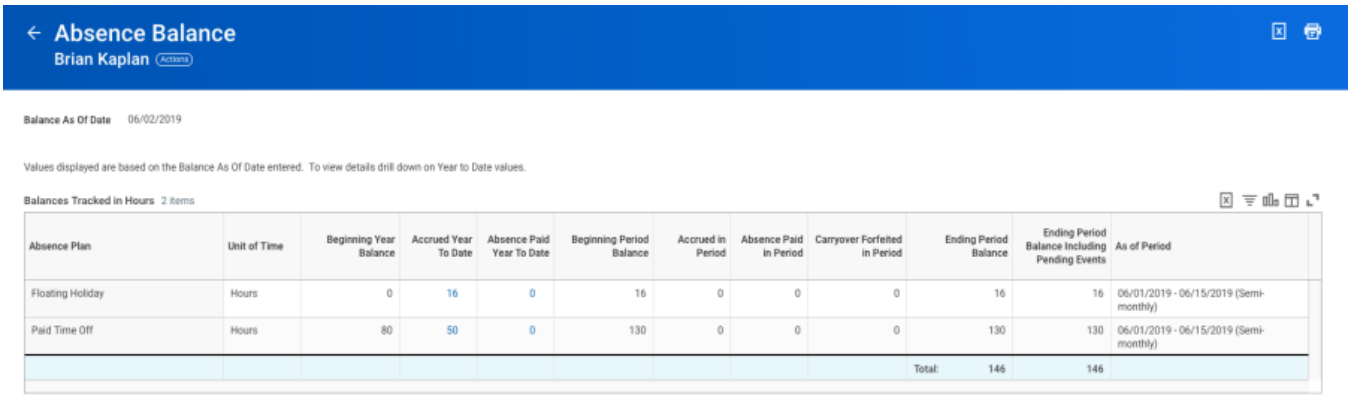
2. Enter a date in the As Of field.



3. Click **OK**. The report Balances As Of Date displays reflecting the dates entered. Depending on the type of absence plan, Workday tracks the balances in either days or hours.

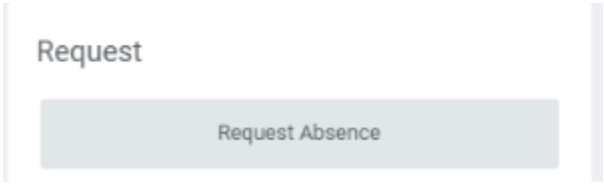


Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	06/01/2019 - 06/15/2019 (Semi-monthly)
Paid Time Off	Hours	80	50	0	130	0	0	0	130	130	06/01/2019 - 06/15/2019 (Semi-monthly)
								Total:	146	146	

Submit Time Off and Leave of Absence Requests

From the Absence application:

1. Click **Request Absence** under the Request section.



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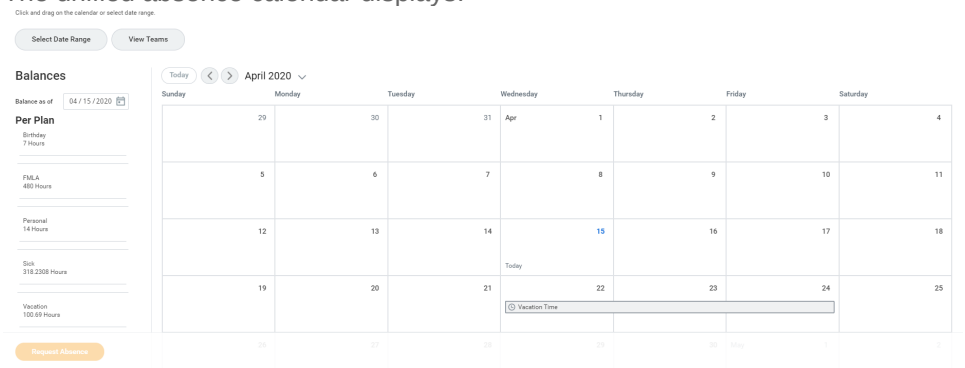
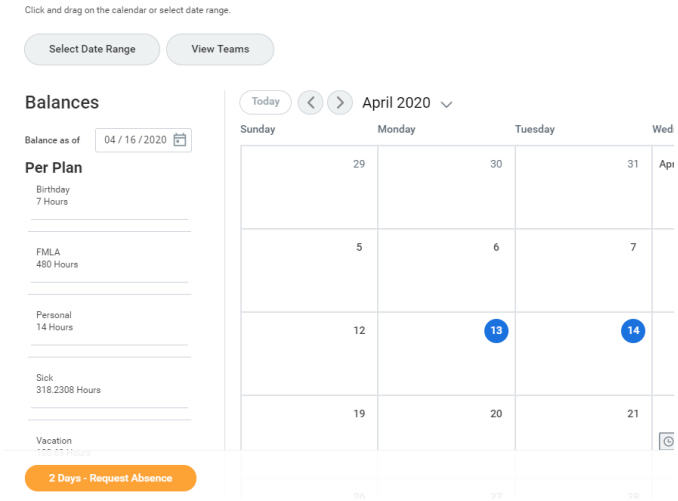
2. The unified absence calendar displays.

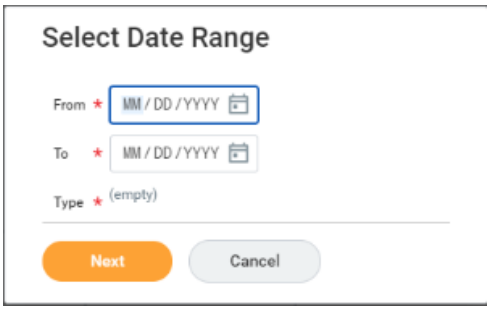


> **Note**
>
> You will be able to see your other coworkers' absence requests by clicking View Teams. This gives insight into when your coworkers will be absent and decrease the likelihood of too many workers being out at the same time.

3. If your request is for one day or falls within the same month, Click the day you wish to take off or click and drag to select multiple days. Click a selected day to deselect it.



4. (Optional) Click 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.|



5. Click **Request Absence**. The number of days you requested displays dynamically on the button to help confirm your request.

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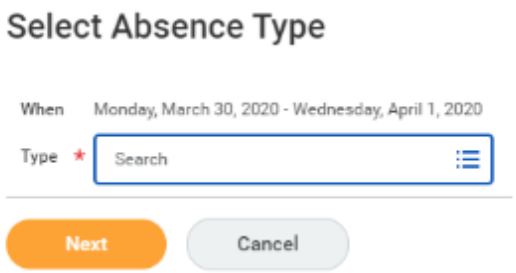
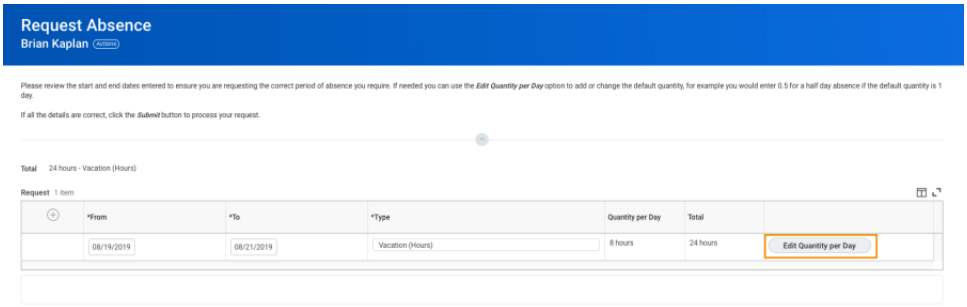
6. Select the type of absence requested. Your options will include both time off and other absence types.



7. Click **Next**.
8. Quantity per day may default to a set amount or to your daily scheduled hours, depending on whether balances are tracked in days or hours.
9. (Optional) To change the Quantity of hours per Day (partial day requests), 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**.



10. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.
11. Click **Submit**. You can view the status of your request at any time by returning to the **My Absence** report. Paid time off will route to your manager for approval. Leaves of Absences will route to Employee Services for approval.

Note

Once your supervisor approves your time off, the request in your calendar will display in color green. Pending requests will display in gray.

Cancel a Submitted Time Off Request

Submitted time off requests that have not yet been approved can be canceled. Once approved, you must **correct the request** to cancel it.
From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to access the unified absence calendar.

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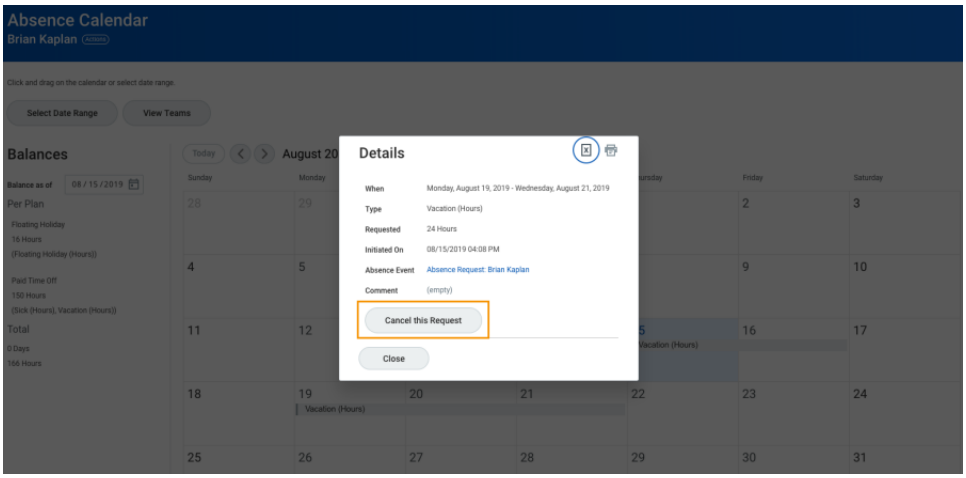
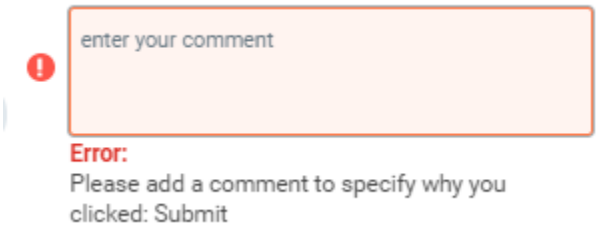
2. Click the time off entry on the calendar.

3. Click **Cancel this Request**.



4. Enter a comment. Commenting is required for cancellation.



5. Click **Submit**, then **Done**. No approval is required.

Cancel a Submitted Leave of Absence Request

You can cancel leave of absence requests that have been submitted but not yet approved. Once approved, you must correct the request to cancel it. From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to open the unified absence calendar.
2. Click the leave of absence entry on the calendar.
3. Click the Absence Event's **Related Actions**.
4. Click **Business Process** > **Cancel**.

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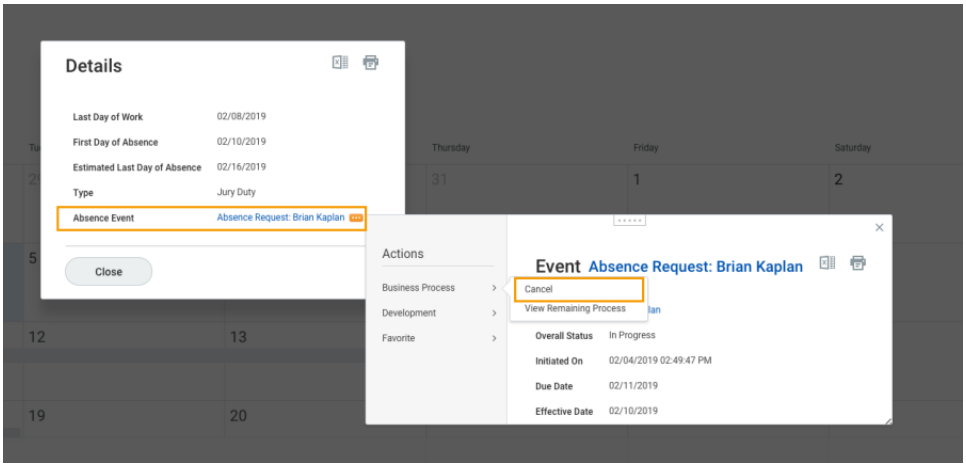


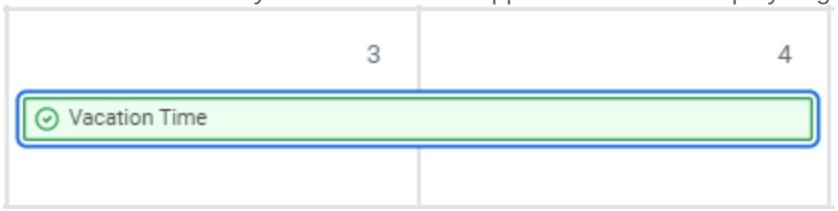
5. Click **Business Process** > **Cancel**.
6. Enter a comment. Commenting is required for cancellation.
7. Click **Submit**, then **Done**. No approval is required.

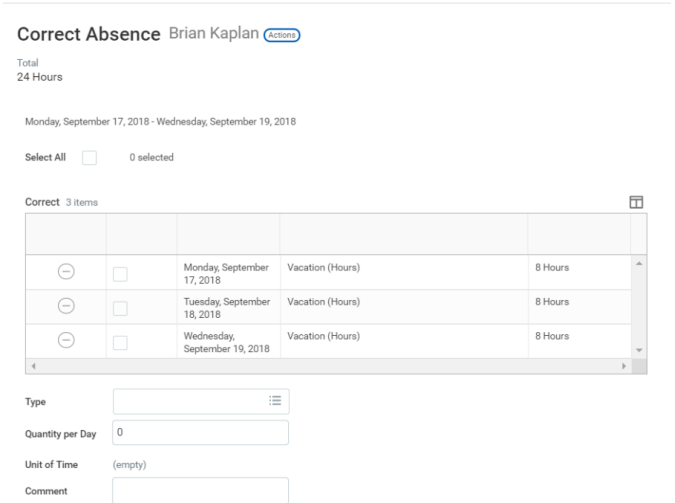
> **Note**
>
> The user experience to cancel an absence request is different from time off request when initiated from the absence calendar. It is also possible to cancel both times off and leave of absence requests in the same manner. From your Inbox Archive tab, access the absence request and click 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. Click **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. Click the time off entry on the calendar. Approved time will display in green.





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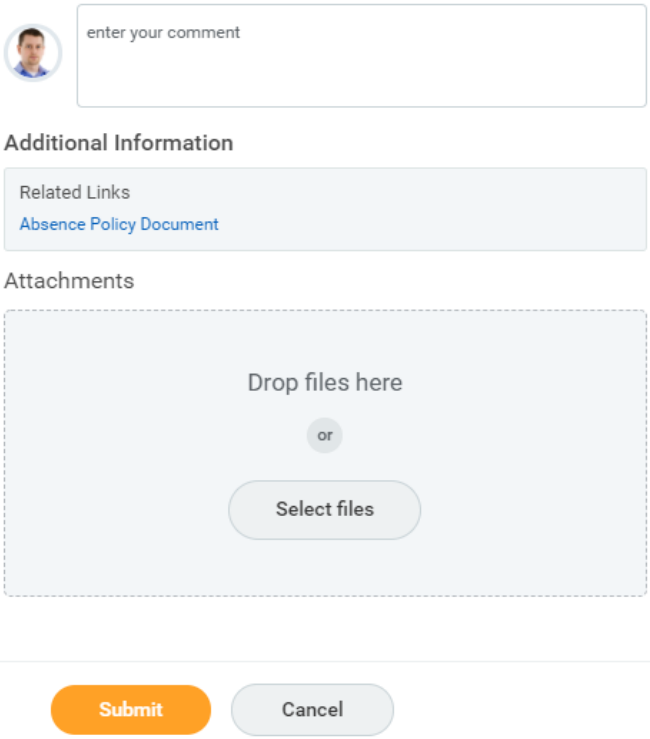
3. Select the days you want to correct or click the **Remove Row** icon to remove the days.

4. In the Type field, enter the new type of time off (if applicable).
5. Enter an adjustment to requested hours in the Quantity per Day field.
6. Scroll down to attach any documentation to the request.



7. Click Submit

View Time off

From the Absence application:

1. Click **My Absence** under the View section.

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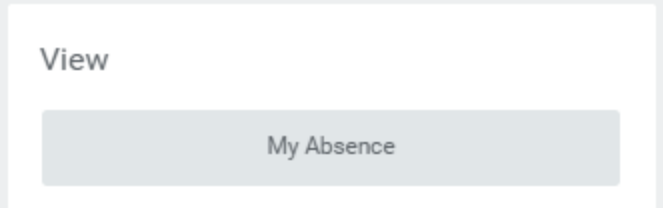
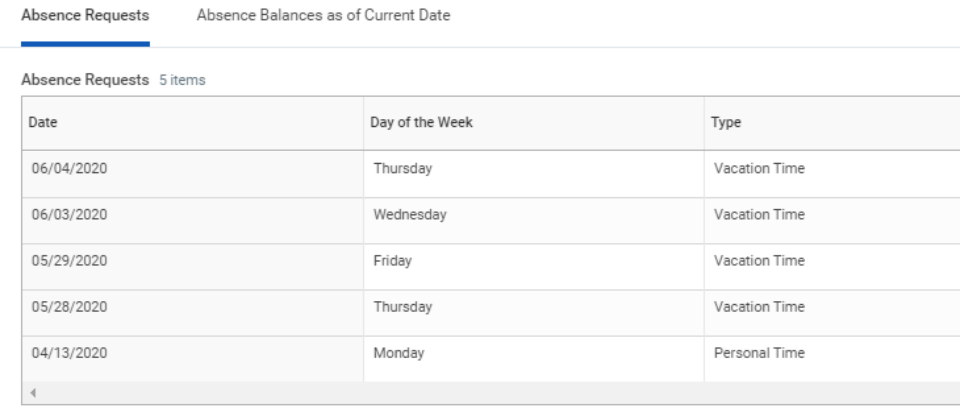
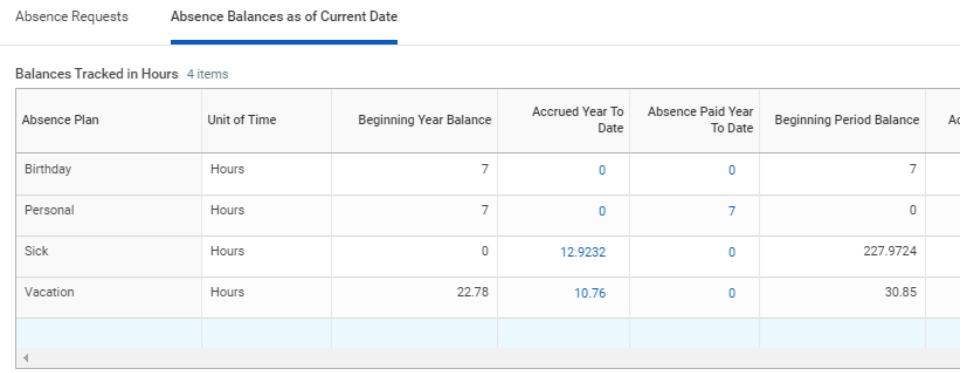


2. Under Absence Request tab, all requested time off will display:



Date	Day of the Week	Type
06/04/2020	Thursday	Vacation Time
06/03/2020	Wednesday	Vacation Time
05/29/2020	Friday	Vacation Time
05/28/2020	Thursday	Vacation Time
04/13/2020	Monday	Personal Time

3. Click on the Time Off Balances as of Current Date tab to review the accruals based on the specific time off plan.



Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Ac
Birthday	Hours	7	0	0	7	
Personal	Hours	7	0	7	0	
Sick	Hours	0	12.9232	0	227.9724	
Vacation	Hours	22.78	10.76	0	30.85	

Manage Your Time Off and Leave of Absence - Mobile

Sync Calendar Information – iPhone, iPad, & Android

The Time Off app allows you to see personal events when you request time off by syncing your personal calendars. From the Time Off app:

1. Click **Next** when prompted to connect your calendars.
2. Click **OK** when prompted to allow Workday access to your calendars.

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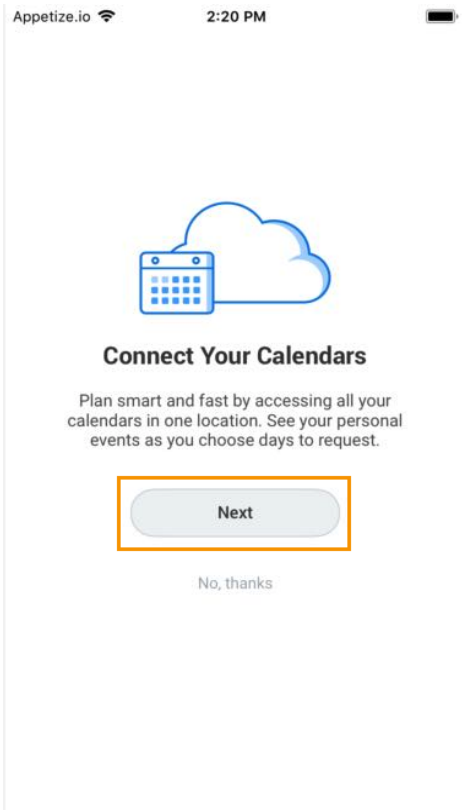
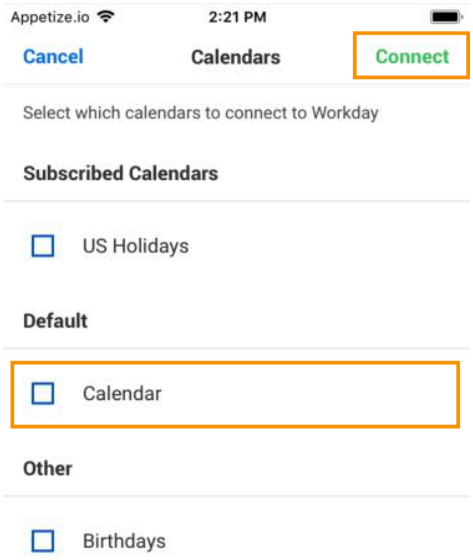


3. Click **OK** when prompted to allow Workday access to your calendars.
4. Select which calendars to connect to Workday and click **Connect** to view personal calendar information in your Workday calendar.



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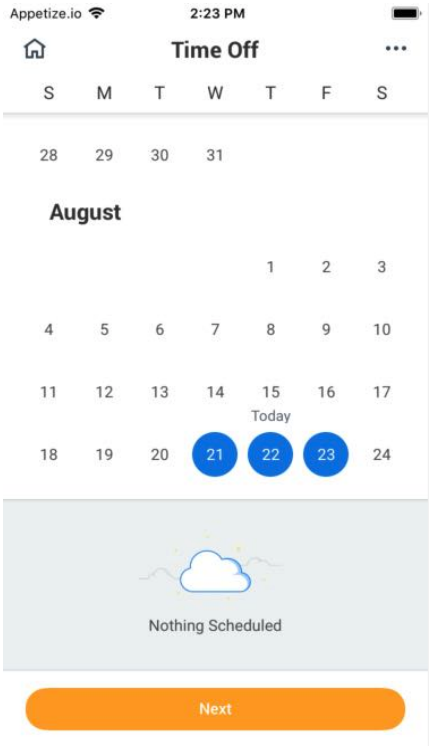
Request Time Off - iPhone & Android

The Time Off app displays your time off balances and time off details. You can also use it to request time off. From the Time Off app:

1. Tap the days you want to request for time off to highlight them. You can tap a highlighted day to deselect it.



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

Request Time Off - iPad

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

1. Tap the **Time Off** app.
2. Select the days you want to request for time off. Tap a highlighted day to deselect it.

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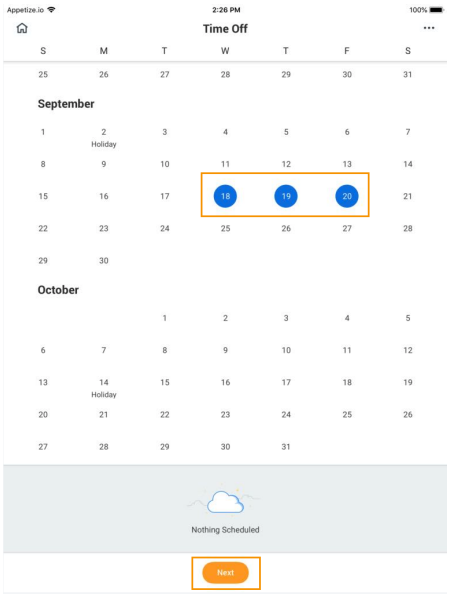

3. Tap **Next**.
4. Select the Time Off Type. The Review Time Off screen displays.
5. (Optional) Tap a day to adjust the number of hours you request off each day. If necessary, you can enter a comment with this change. Tap **Delete Day** if you need to remove a day from this screen.
6. Tap **Submit**. A confirmation displays. Your request routes to your manager for review and approval.

Correct Time Off - iPhone

From their mobile devices, employees can correct time off that has been approved by a manager.
From the Time Off app:

1. Tap **Request Time Off**.
2. Select existing time off.
3. Update hours, as desired.
4. Click **Submit**.

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