

# 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:

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- [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](#)
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On your Home Page under Your Top Apps, click View all Apps,

 [View All Apps](#)

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



Request	View
Request Absence	My Absence
Correct My Absence	Absence Balance
Request Return from Leave of Absence	

Available Balance as of Today

Does not include future absence requests

7 Hours - Birthday
0 Hours - Personal
231.2032 Hours - Sick
33.54 Hours - Vacation

- **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

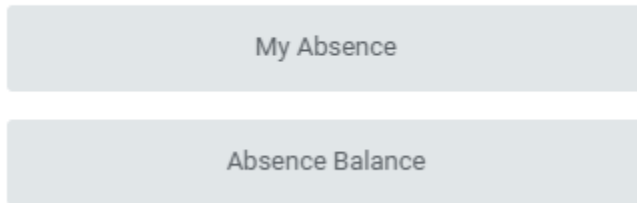
From the Absence application:



## Absence

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

### View



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

My Absence Brian Kaplan <a href="#">Actions</a>							
Organization: <a href="#">Global Modern Services</a> >> <a href="#">Global Support</a> - USA Group Manager(s): <a href="#">Amelia Casias</a>							
<a href="#">Absence Requests</a> <a href="#">Absence Balances as of Current Date</a>							
Absence Requests 40 items <div> <a href="#">Filter</a> <a href="#">Sort</a> <a href="#">Columns</a> </div>							
Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
08/16/2019	Friday	Vacation (hours)	4	Hours		Submitted	<a href="#">Q</a>
08/15/2019	Thursday	Vacation (hours)	4	Hours		Submitted	<a href="#">Q</a>
09/07/2018	Friday	Vacation (hours)	8	Hours		Approved	<a href="#">Q</a>

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.

2. Enter a date in the As Of field.

Absence Balance

As Of ★ 05 / 15 / 2020

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 Balance
🔍 🖨️

Brian Kaplan Actions

Balance As Of Date 06/02/2019

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 2 items 🔍 ⚙️ 🖨️

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.

Request

Request Absence

## 2. The unified absence calendar displays.

Click and drag on the calendar or select date range.

The screenshot shows the 'Request Absence' interface. On the left, a sidebar lists various leave balances: Birthdays (7 Hours), FMLA (480 Hours), Personal (14 Hours), Sick (318,2308 Hours), and Vacation (100.89 Hours). The main area is a calendar for April 2020. A date range from April 15 to April 25 is selected, highlighted in grey, with a 'Request Absence' button below it.

### 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.

Click and drag on the calendar or select date range.

The screenshot shows the 'Request Absence' interface with a single day selected. The sidebar lists the same leave balances as before. The main calendar for April 2020 shows the date April 13 selected with a blue circle. A '2 Days - Request Absence' button is visible at the bottom.

## 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.]


The screenshot shows the 'Select Date Range' dialog box. It contains fields for 'From' (MM/DD/YYYY), 'To' (MM/DD/YYYY), and 'Type' (empty). There are 'Next' and 'Cancel' buttons at the bottom.

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

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

## Select Absence Type

When Monday, March 30, 2020 - Wednesday, April 1, 2020

Type ★  

Next Cancel

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**.

**Request Absence**  
 Brian Kaplan (Logout)

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 24 hours - Vacation (Hours)

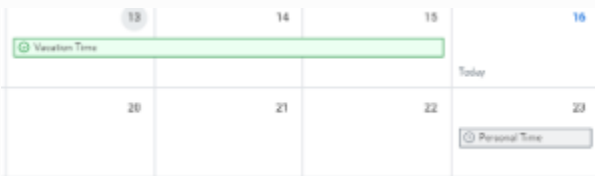
Request 1 item

From	To	Type	Quantity per Day	Total	
08/19/2019	08/21/2019	Vacation (Hours)	8 hours	24 hours	<span style="border: 1px solid orange; padding: 2px;">Edit Quantity per Day</span>

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.



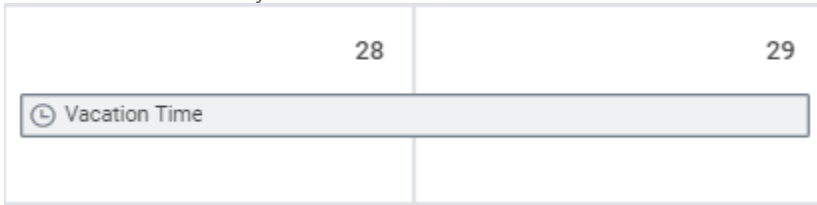
## Cancel a Submitted Time Off Request

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

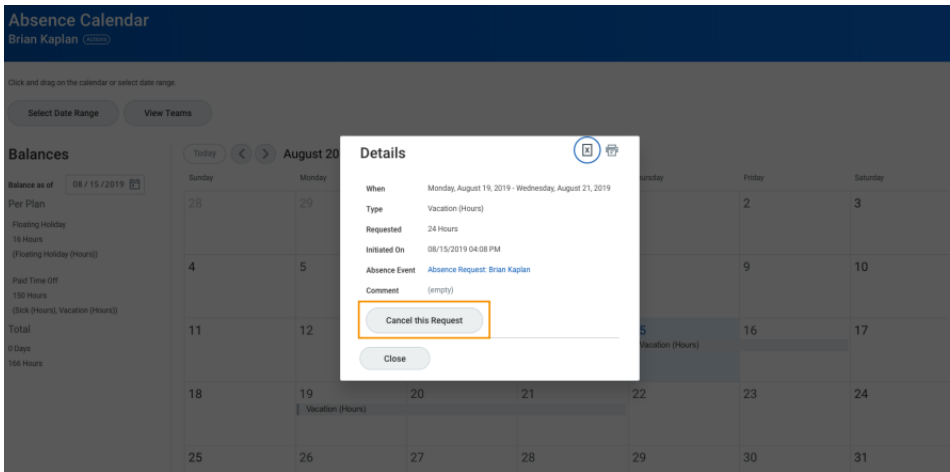
From the Absence application:

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

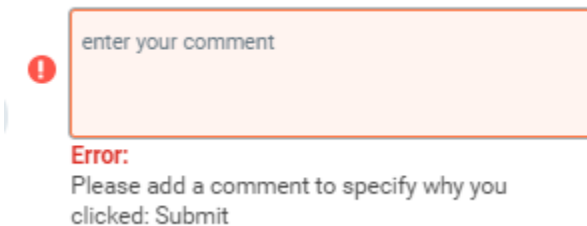
- Click the time off entry on the calendar.



- Click **Cancel this Request**.



- Enter a comment. Commenting is required for cancellation.

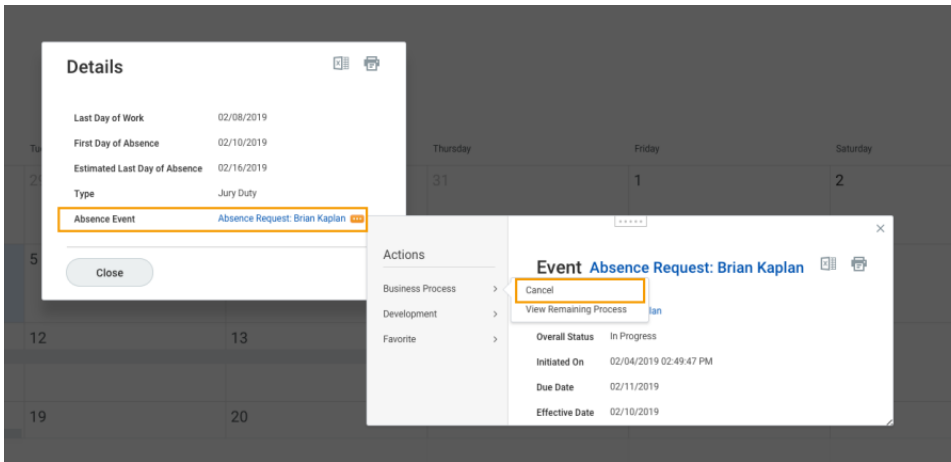


- Click **Submit**, then **Done**. No approval is required.

## 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:

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



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

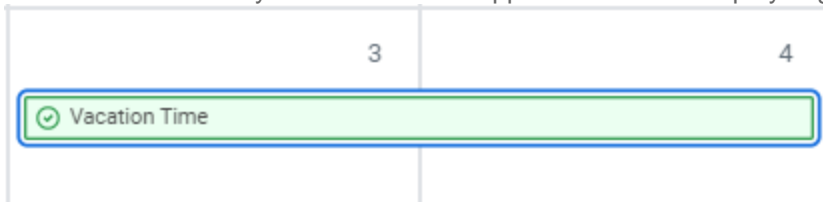
### Note

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.



### Correct Absence Brian Kaplan [Actions](#)

Total  
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All ☐ 0 selected

Correct 3 items

⊖	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours	
⊖	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours	
⊖	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours	

Type

Quantity per Day




Unit of Time (empty)

Comment



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

Correct 3 items

	Select
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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.



#### Additional Information

Related Links

[Absence Policy Document](#)

#### Attachments

Drop files here

or

Select files

Submit

Cancel

7. Click Submit

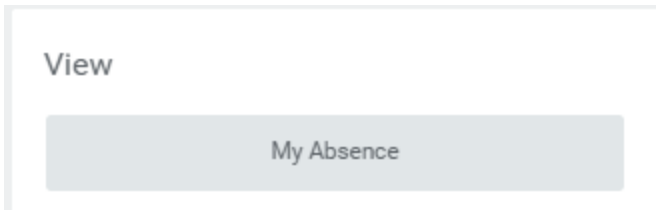
## View Time off

From the Absence application:



**Absence**

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



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

Absence Requests      Absence Balances as of Current Date

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Absence Requests 5 items

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

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

Absence Requests      Absence Balances as of Current Date

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Balances Tracked in Hours 4 items

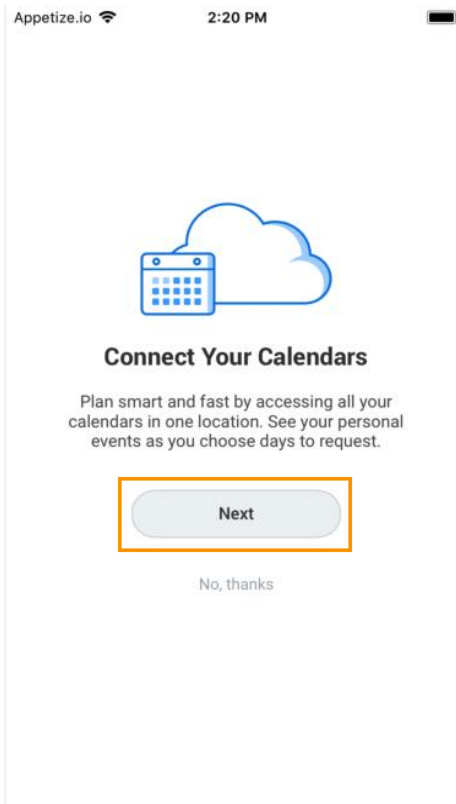
Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	At
Birthday	Hours	7	0	0	7	
Personal	Hours	7	0	7	0	
Sick	Hours	0	12.9232	0	227.9724	
Vacation	Hours	22.78	10.76	0	30.85	

## Manage Your Time Off and Leave of Absence - Mobile

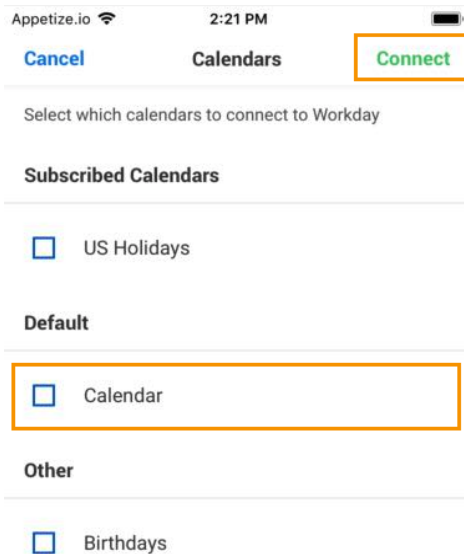
### Sync Calendar Information – iPhone, iPad, & Android

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:

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



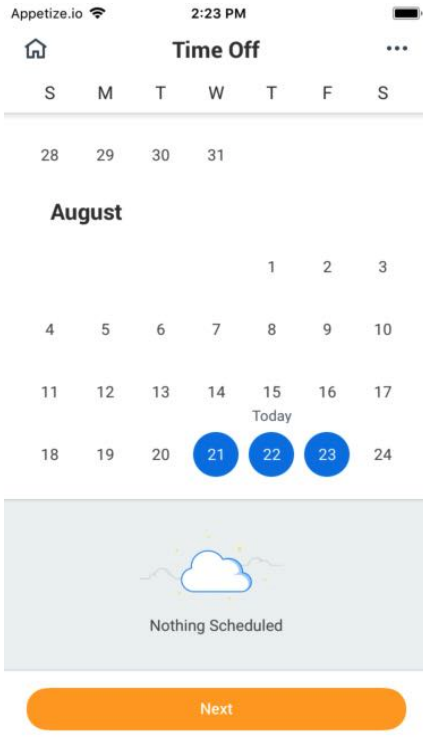
3. Click **OK** when prompted to allow Workday access to your calendars.
4. Select which calendars to connect to Workday and click **Connect** to view personal calendar information in your Workday calendar.



## 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.

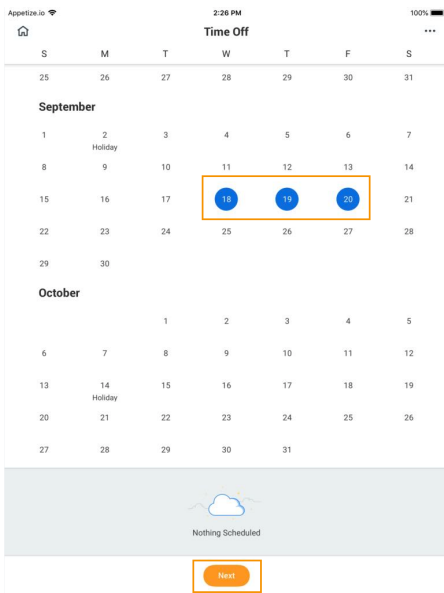


2. Tap **Next**.
3. Select the **Time Off Type**. The Review Time Off screen displays.
4. (Optional) Tap a day to adjust the number of requested hours for each day and enter a comment.
5. Tap **Submit** (Tap **Done** if on Android). A confirmation page displays. Your request routes to your manager for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



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**.

