

Absence: Request Absence

Employees can request, cancel, correct, and view an Absence using the Absence App from a computer or mobile device.

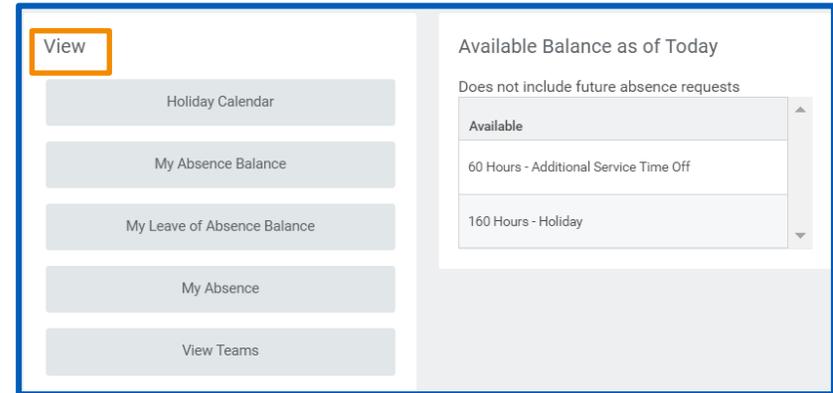
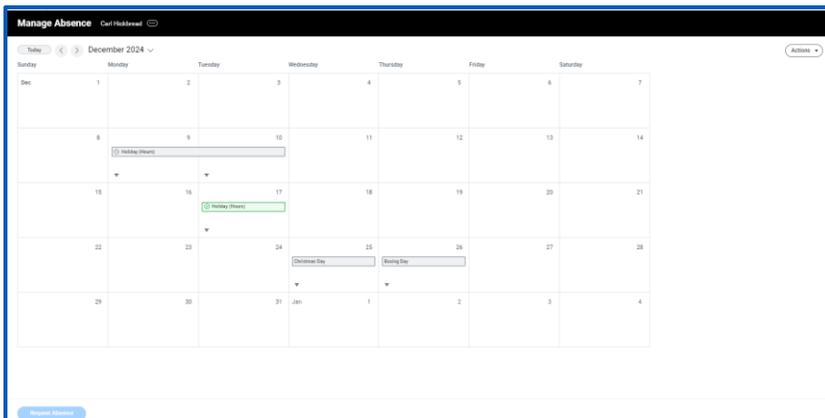
A Leave of Absence is generally longer in nature and a return-to-work date is not always known, such as parental leave, medical leave, and disability leave. Always inform your manager of any planned leave of absence before requesting it in Workday.

A Time Off request typically is used for shorter duration absences, such as Holiday/Vacation.

VIEW ABSENCE CALENDAR

Absence requests in any form can be viewed from the **Absence App > Manage Absence**

- **Gray** requests are waiting for approval.
- **Green** indicates your approved request.



Note: Click on **View Teams** to see team member absences on your calendar when approved so you can view time off availability.

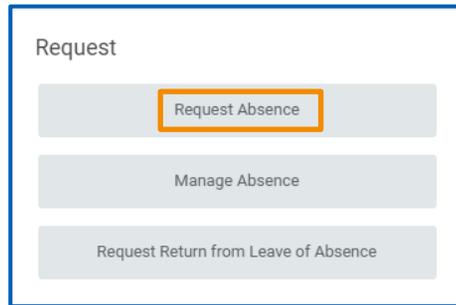
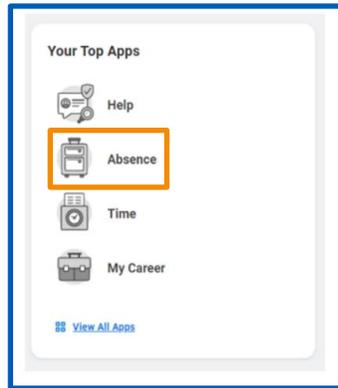
VIEW ABSENCE TOTALS

To view Absence Balance, go to the Absence App > **My Absence Balance** to review by a specific date. Absence Balances can also be viewed upon requesting an absence.

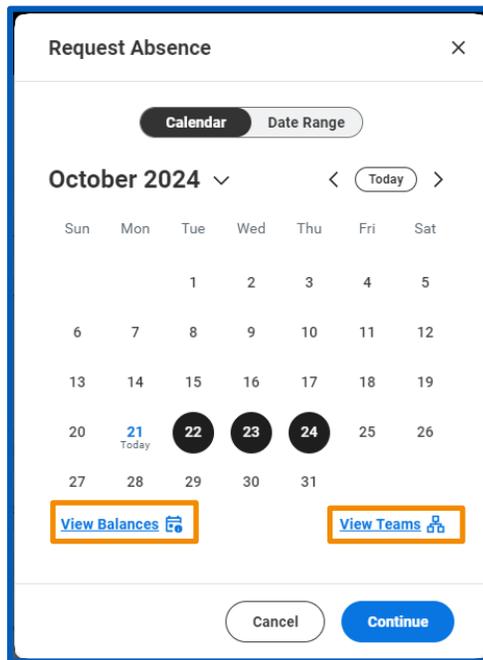
REQUEST AN ABSENCE

From the Workday Homepage:

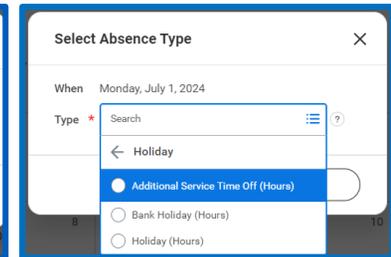
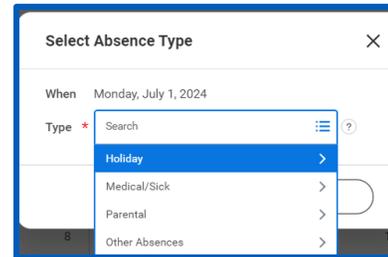
1. Menu (top left bar) or access from your Top Apps > **Absence**
2. Select **Request Absence**



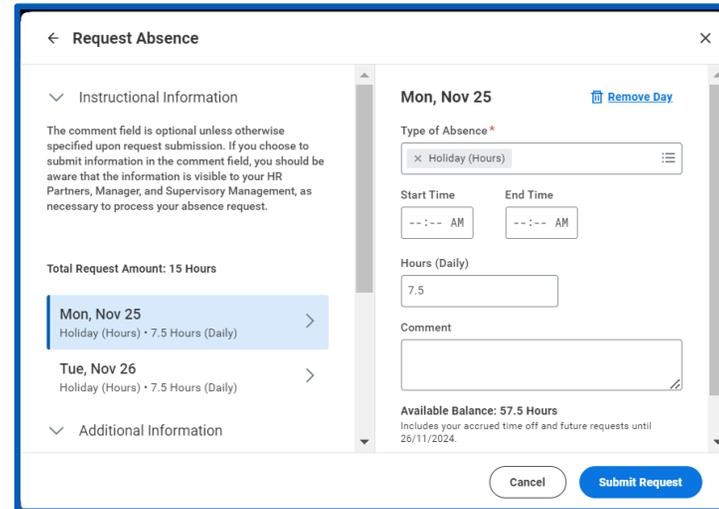
- From the **Mirco Absence Calendar**, click on **Select Date Range** button or select individually the days you wish to request time off. Click on **View Teams** to see who else is off on any days you wish to request and click **Continue**.



- Select **Absence Type** and then select the type of reason if prompted.
Note: your absence type option view may vary based on facility rules.



- From the **Request Absence** screen, you can review your request and make any changes before submitting for approval. If needed, update the start and end time and or the hours daily field. To edit individual days when multiple days are being requesting as part of one request select the **Edit Individual Days** link.



- To **edit an individual day** select on the day you wish to edit. You can remove an individual day, edit the type of absence, start and end time and or quantity of hours field. An updated balance summary will display for

the balance on the days being requested as well as an updated balance post the request being submitted.

7. Click **Submit Request**. The request will go through approvals in Workday before it shows in a green approved status on the Absence Calendar.



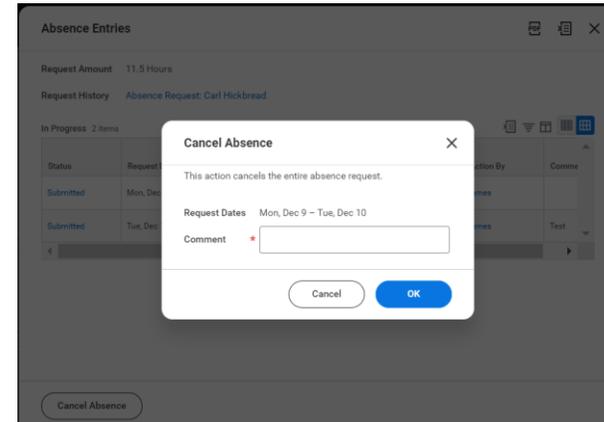
Note:

- You will receive a notification when logged into Workday once your request has been approved/denied and your absence balance will be updated.
- For some absence types, additional information or paperwork may be required per policy i.e. for leaves of absences.

CANCEL IN PROGRESS REQUEST

TIME OFF

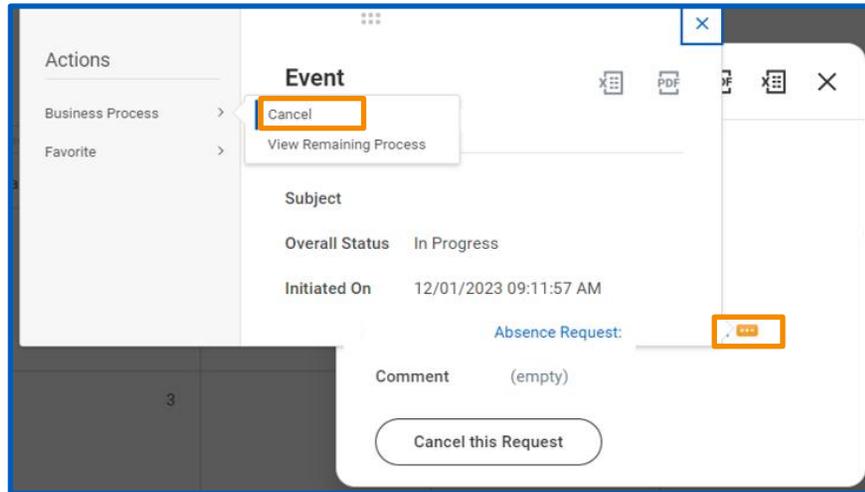
1. Go to **Absence App > Manage Absence**.
2. From the Absence Calendar, click on the day you wish to correct.
3. For submitted unapproved Time Off (request in gray), click on the absence request and from the Details screen, click on **Cancel Absence**. If more than one day was in the request, the entire request will be cancelled.



4. From the Cancel Absence screen, add a **comment** and then click **OK**. Request is removed from the Absence Calendar.

LEAVE OF ABSENCE

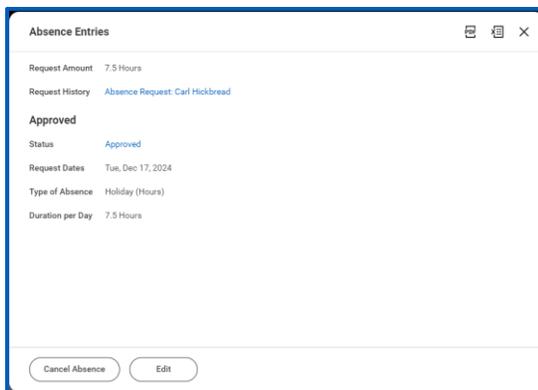
1. For submitted unapproved **Leave of Absence**
2. Click on the Leave of Absence request in gray.
3. From the **Details** screen, hover your mouse over the blue Absence request and then click on the related actions (three dots) icon.
4. From the **Business Process Action**, select the option to **Cancel**.
5. Input a comment and then **Submit**.



CANCEL OR CORRECT AN APPROVED REQUEST

TIME OFF

1. For submitted approved Time Off (request in green), from the **Manage Absence** screen, select the approved absence on your absence calendar indicated in Green and select **Cancel Absence** or **Edit**.



2. Click **Submit Request**. The request will go through approvals in Workday before it shows in a green approved status on the Absence Calendar.

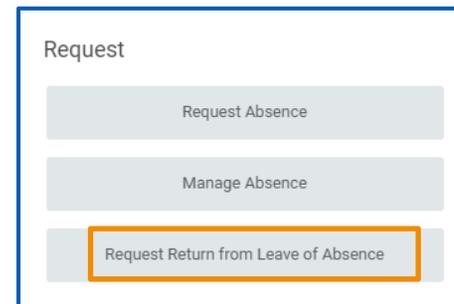
LEAVE OF ABSENCE

To **cancel** an approved Leave of Absence (in green), contact your Absence Partner.

REQUEST A RETURN FROM LEAVE OF ABSENCE

A return from Leave of Absence approval is required to return to work after you have been placed on a leave of absence. Depending on the leave type, either you, your manager or an Absence Partner will have to initiate the request.

1. Go to **Absence App**, click **Request Return from Leave of Absence**.



2. From the **Request Return from Leave of Absence** page, enter the date of the **First Day Back at Work** in the top left date field.
3. Enter the **Actual Last Day of Leave** in the return to work field. Verify that these dates are accurate as they can impact how the leave time is paid.

Request Return from Leave of Absence Ryan Giggs (On Leave)

First Day Back at Work: MM/DD/YYYY

Absences Returned From: 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Adoption Leave (07/08/2024)	07/08/2024	07/26/2024	

enter your comment

Attachments

Drop files here

Submit Save for Later Cancel

- 4. Add a **comment** and **Submit**. Until the submittal is actioned and approved you will remain on 'Leave' status.

Your request will be routed to your Absence Partner for approval.



Note: Return from leave requests cannot be actioned using the Workday Mobile App but only by using Workday on a computer or mobile device web browser.