

# Request and Maintain Leave of Absence using the Workday Mobile App

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## Learn how to:

- Request a Leave of Absence using the Workday Mobile App on your mobile device (tablet or phone)
- Request a return from Leave of Absence
- Cancel or correct a Leave of Absence request

## Background Information

- 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.
- For Contingent Worker absence requests, work with your manager to determine where to log any time off requests.

## Getting Started

### Request a Leave of Absence

1. To request a Leave of Absence using the Mobile App, type "Request Leave of Absence" into the Search bar and select the task.
2. Enter the requested details for the leave, making sure that the Last day of work and First day of Absence are not the same date.
3. When entering an absence type, a reason may be required and documentation and/or a comment may also be requested to support the leave request. Categorize your attachment as "Leave of Absence". The submitted leave will be routed for approval.

## **Cancel or Correct Leave of Absence**

Leave of Absence requests cannot be canceled or corrected using the Workday Mobile App. Open Workday on your computer or web browser on your mobile device and follow the instructions below.

1. To cancel a leave of absence request that has not yet been approved, go to **Absence App > Correct My Absence** **OR** click [Correct My Absence](#).
2. Click on the Leave of Absence request in gray. From the Details screen, hover your mouse over the blue Absence request and then click on the *related actions (three dots)* icon.
3. From the Business Process Action, select the option to *cancel*, input a comment and then **Submit**.

To correct an approved Leave of Absence, contact your Absence Partner. Refer to the **For More Help** section below to locate the name of 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.

Return from leave requests cannot be done using the Workday Mobile App. Open Workday using a web browser on your PC or Mobile Device and follow the instructions below.

1. Go to **Absence App > Request Return from Leave of Absence** **OR** click [Request Return from Leave of Absence](#).
2. In the top left date field, enter the date of the first day back to work. Next, enter the actual last day of the leave in the return to work field. Verify that these dates are accurate as they can impact how the leave time is paid.
3. Your request will be routed to your Absence Partner for approval.

## Key Details

- A Leave of Absence request can be performed using the Mobile app, but a return from Leave of Absence request can only be done by using Workday on a computer or mobile device web browser.
- Your absence request will need to be approved before any absence time is taken. In most cases, your Absence Partner will receive a notification to review your request and they can either approve, send back for more information, or deny the request. You and your manager will both receive an alert in your notifications (bell icon) that the leave has been approved.
- Upon approval, you will receive an alert in your notifications on your Home Page that the time has been approved.
- Managers requesting over 5 consecutive days off should set up delegation of their Workday tasks. For more information, click [Complete Delegation Set-Up Due to Leave of Absence](#).

## For More Help

If you have a policy-related question regarding your time off or need help with a Leave of Absence request, contact your local Absence Partner. To locate your Absence Partner in Workday, click **Employee Profile (photo/cloud icon) > View Profile button > Contact > Support Roles**.