

# Request and Maintain Leave of Absence using a Computer or Web Browser

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## Learn how to:

- Request and view a Leave of Absence using the Absence App from a computer or web browser
- Cancel or correct a Leave of Absence request
- Request a return from Leave of Absence

## 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 Leave of Absence

1. Go to the **Absence App > Request Absence** OR click [Request Absence](#) to go directly to the Absence Calendar. Select your absence dates by clicking on the **Select Date Range** button or by selecting dates individually on the Absence Calendar. Completed the prompted steps to get to the **Request Absence** screen.
2. From the **Request Absence** screen, you can review your request and make any changes before submitting for approval. If needed, click on the "?" next to a field for more information.
3. Click **Submit**. The request will go through approvals in Workday before it shows in a green approved status on the Absence Calendar.

**NOTE:** An alert or an error may display after you click on the Submit button. Click directly onto the alert or error for more information on what is needed to successfully submit your request. Some requests require you to add a supporting document in the attachments section based on the absence type. Categorize your attachment as "Leave of Absence".

## **View Leave of Absence**

Leave of Absence requests in any form can be viewed from [Request Absence](#):

- Gray requests are waiting for approval. Gray also indicates a Holiday or a team member's approved time off.
- Green indicates your approved request.
- Blue requests need attention. Navigate to [My Inbox](#) to review and/or revise your absence request.

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

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** on 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.

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. Add a comment and **Submit**.
3. Your request will be routed to your Absence Partner for approval.

## Key Details

- 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. Your request status can be viewed by clicking [Request Absence](#).
- 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**.