

## View Time Off and Leave of Absence

From the Absence application:

1. Under the View section, select **My Absence**. A report of your absence requests displays.

The screenshot shows the 'My Absence' interface for user Brian Kaplan. It displays the organization 'Global Modern Services >> Global Support - USA Group' and manager 'Amelia Casias'. There are two tabs: 'Absence Requests' (selected) and 'Absence Balances as of Current Date'. Below the tabs, it shows 'Absence Requests 64 items' with a table of requests. The table has columns for Date, Day of the Week, Type, Requested, Unit of Time, Comment, Status, and View More. Three requests are visible:

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
08/04/2022	Thursday	Vacation (Hours)	4	Hours		Submitted	Q
08/03/2022	Wednesday	Vacation (Hours)	4	Hours		Submitted	Q
12/09/2021	Thursday	Vacation (Hours)	8	Hours		Approved	Q

2. Select the **Absence Balances as of Current Date** tab to review your absence balances as of today's date. Workday tracks balances in either days or hours depending on the type of absence plan.

## View Time Off and Leave of Absence Balances

From the Absence application:

1. Under the View section, select **Absence Balance**.
2. In the As Of field, enter a date.
3. Select **OK**. The Absence Balance report displays reflecting the date entered. Depending on the type of absence plan,

Workday tracks the balances in either days or hours.



Note: Depending on your organization’s configuration, you may not be able to view the balance for all absence types.

**Absence Balance** Brian Kaplan

Balance As Of Date 11/07/2023

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	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period	
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	11/01/2023 - 11/15/2023 (Semi-monthly)	
Paid Time Off	Hours	80	133.4	32	181.4	0	0	0	181.4	181.4	11/01/2023 - 11/15/2023 (Semi-monthly)	
									Total:	197.4	197.4	

## Submit Time Off and Leave of Absence Requests

From the Absence application:

1. Under the Request section, select **Request Absence**. The unified absence calendar displays.



Note: Depending on your organization's configuration, you may be able to view other coworkers' absence requests by selecting View Teams. This gives insight into when coworkers will be absent and decreases the likelihood of too many workers being out at the same time.

2. Select the day you wish to take off or select and drag to select multiple days. Select a selected day to clear it.
3. (Optional) Select 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.
4. Select **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
5. In the Type field, select the type of absence. Your options will include both time off and other absence types.
6. Select **Next**.
7. The Quantity per Day may default to a set amount or to your daily scheduled hours depending on whether balance tracking is in days or hours, as shown in the image below.
8. (Optional) To change the Quantity per Day amount, select **Edit Quantity per Day**. Enter the desired amount and any comments. You can also update all quantities to the same amount at once using the Update All Quantities field. Select **Done**.



Note: Depending on your organization's configuration, managers can include optional or required start and end times with a worker's time off request. This helps managers know when in the day the worker will be taking time off and better plan for absences within teams. Another feature displays the worker's position information alongside the worker's name in the Time Tracking and Absence application, depending on your organization's configuration.

### Request Absence Brian Kaplan

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.

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Total 24 hours - Vacation (Hours)

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
<input data-bbox="310 581 342 605" type="button" value="+"/>	<input type="text" value="11/20/2023"/>	<input type="text" value="11/22/2023"/>	<input type="text" value="x Vacation (Hours)"/>	8 hours	24 hours	<input type="button" value="Edit Quantity per Day"/>

- 9. In the Attachments area, attach any appropriate supporting documents by dragging them to the area or by selecting **Select files**.
- 10. Select **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.

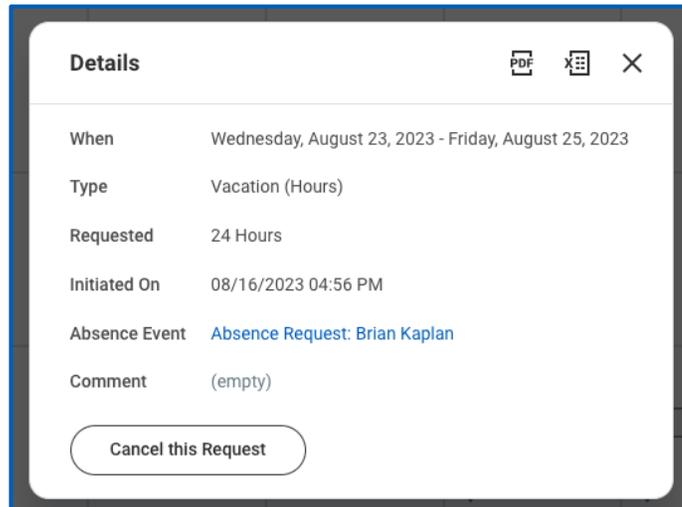
## Cancel a Submitted Time Off Request

You can cancel submitted but not yet approved time off requests. Once approved, you must correct the request to cancel it.

From the Absence application:

- 1. Select **Request Absence** or **Correct My Absence** to access the unified absence calendar.
- 2. On the calendar, select the time off entry.

### 3. Select **Cancel this Request**.



4. Enter a comment. Workday requires a comment for cancellations.

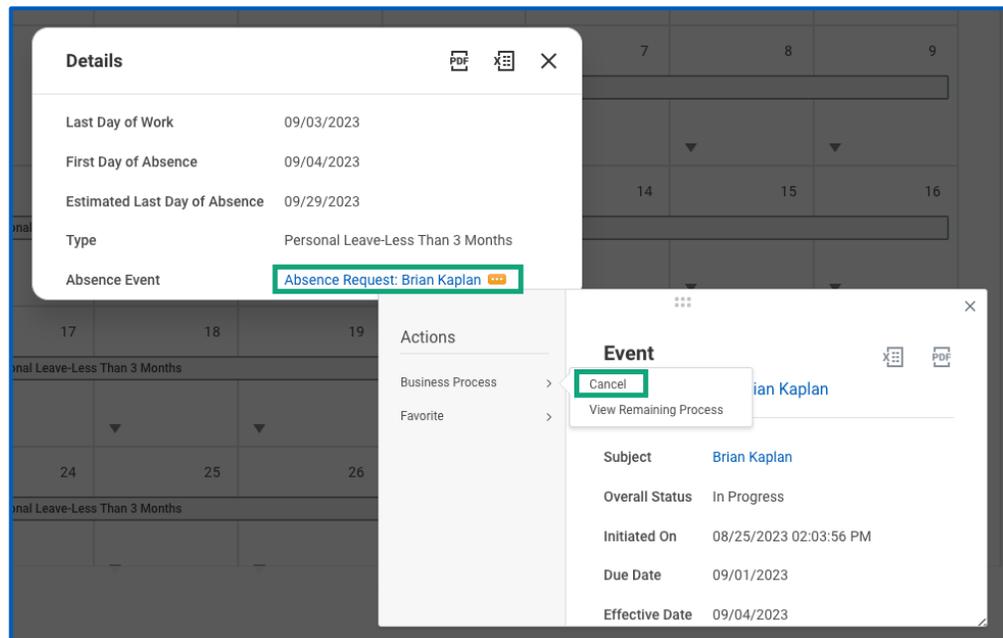
5. Select **Submit**. The process does not require further approval.

## Cancel a Submitted Leave of Absence Request

You can cancel submitted but not yet approved leave of absence requests. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Select **Request Absence** or **Correct My Absence** to open the unified absence calendar.
2. On the calendar, select the leave of absence entry.
3. Select the Absence Event's **Related Actions**.



4. Select **Business Process** > **Cancel**.
5. Enter a comment. Workday requires a comment for cancellations.
6. Select **Submit**. The process does not require further approval.



Note: As shown, the user experience to cancel an absence request is different from a time off request when initiated from the absence calendar. It is also possible to cancel both time off and leave of absence requests in the same manner. From your My Tasks Archive tab, access the absence request and select 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. Select **Request Absence** or **Correct My Absence** task to access the unified absence calendar.
2. On the calendar, select the time off entry.
3. Select the days you want to correct or select the **Remove Row** icon to remove the days.
4. In the Type field, select the type of time off.
5. In the Quantity per Day field, enter an adjustment to requested hours.

**Correct Absence** [Close]

Brian Kaplan [More]

Thursday, October 26, 2023 - Friday, October 27, 2023

Select All  1 selected

Correct 2 items [Filter] [Table]

	Date	Type	Daily Quantity	Select
⊖	Thursday, October 26, 2023	Vacation (Hours)	4 Hours	<input checked="" type="checkbox"/>
⊖	Friday, October 27, 2023	Vacation (Hours)	8 Hours	<input type="checkbox"/>

Type \*

Quantity per Day

Unit of Time Hours

Comment

> Details

Submit Cancel



**Note:** Depending on your organization's configuration, you may be able to attach documents to this correction, as shown in the image below.

enter your comment

Additional Information

Related Links

[Absence Policy Document](#)

Attachments

Drop files here

or

Select files

## 6. Select **Submit**.



**Note:** To correct an approved leave of absence request, you will need to notify an HR administrator. Your organization may have additional procedures for managing leave of absence requests.

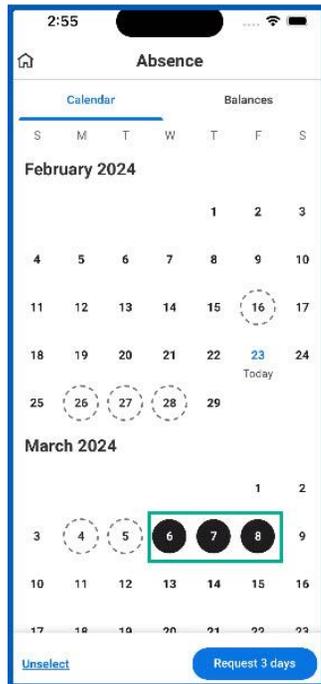
## Manage Your Time Off and Leave of Absence - Mobile

### Request Time Off – iPhone, iPad, and Android

The Absence application displays your time off balances and time off details. You can also use it to request time off.

From the Absence application:

1. Select the days to highlight them and request time off. You can select a highlighted day to clear it.



2. (Optional) Select the **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.
3. Select **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
4. In the Type of Absence field, select the type of absence. Your options will include both time off and other absence types.
5. The Quantity per Day may default to a set amount or to your daily scheduled hours depending on whether balance tracking is in days or hours.

6. (Optional) Select **Details Per Day** to adjust the number of requested hours for each day and enter a comment.
7. Select **Submit**. (Select **Done** if on Android.) A confirmation page displays. Your request routes to your manager for review and approval.



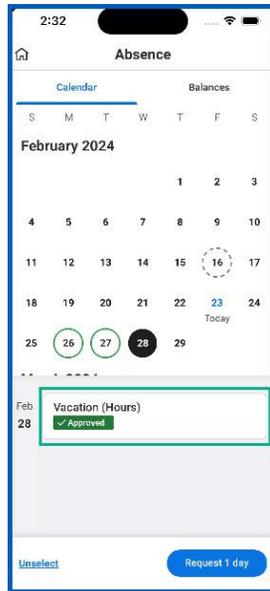
Note: The Absence application allows you to review personal events when you request time off by syncing your personal calendars.

## Correct Time Off - iPhone

From your mobile device, you can correct time off that your manager has approved.

From the Absence application:

1. Select existing, approved time off in the calendar.
2. Select the pop-up approved time off, as highlighted in the image below.



3. Select the **Edit** button to update the Time Off Type and the duration, as desired.
4. Select **Submit**.