



Self-Service: Requesting Time Off via Workday Absence



General Information

To get started, click on the **Absence App** (pictured to the left) on your dashboard. It can also be found in your Global Navigation. You can also access the same landing page for requesting time off from your Time app (hourly employees), or from various locations within your profile.

At this point you can request time off, view existing requests, see your balance, or correct a pending request. The Absence landing page also has a link to the Massey Services Inc. Paid Time Off policy if you need clarification on why you do or do not see certain options in your balances.

Requesting Time Off

1. Click **Request Absence**
2. Review your eligible time off balances on the left-hand side of the screen
 - a. *You will only see the types of time of which are available to you*
3. **Select your date(s)**
 - a. You can also view your team's time off to see where there may be too much overlap
4. Click **Request Absence**
5. Select the Absence Type and click **Next**
6. Click **Submit** to send the request
7. You will get a notification once your manager reviews and approves, denies, or sends the request back to you
8. If your request is denied or sent back, reach out to your manager for more details

Select Date Range View Teams

Balances

Balance as of 05/28/2024

Per Plan

Sick
40 Hours

Total
40 Hours

Today < > May 2024

Sunday	Monday	Tuesday	Wednesday
	28	29	30 May
	5	6	7 8
	12	13 Jury Duty	14 15
	19	20	21 22

1 Day - Request Absence

Non-FMLA (Personal) Leave