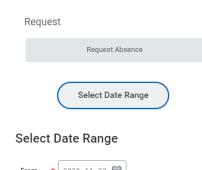
HOW DO I Request Time Off?	ABOUT THIS TASK: Describes how to request a request
	time off such as a Vacation.
AUDIENCE: All staff and faculty employees.	DETAILED JOB AID: Absence: Request Time Off

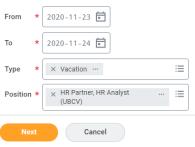
Note: All values in screenshots are examples only and may not refer to actual data in Workday.

 On Workday's home page, under Applications, click Absence.



- 2. On the **Absence** screen, *view* your current balances and under **Request**, *click* **Request Absence**.
- 3. Click Select Date Range.
- 4. In the **Select Date Range**, select the date. The **Type** field becomes active.
- In the Type field select either Short Term Absence or Long Term Absence and from the drop-down list select the relevant the type of absence, e.g., vacation. The Position field displays with your current role.
- **TIP:** Use the search field to type in the type of leave, e.g., "vacation".
- 6. Click Next.
- 7. From the **Request Absence** page and under the **Request** heading, *click* **Edit Quantity per Day**.
- 8. From the **Edit Quantity per Day** prompt, *add* the absence hours for each day requested.
- TIP: If the absence hours requested are the same for all selected dates, *input* the hour quantity in the textbox labelled **Update All Quantities**.
- 9. Click Done.
- 10. In the **Comments** field enter why you are requesting the leave (optional).
- In the Attachments field, upload any relevant information your Manager will need to have to approve the leave (e.g., for sick leave, upload a copy of the Doctor's certificate).
- Click Submit. You will receive a notification when your Manager approves, sends back (for revision) or denies the request.





Edit Quantity per Day

