Absence How-To Guide for Employees:

To add a Time Off Request (Absence Request), you can select the **Absence** option from your menu. You can add the Absence App and click on it to see the option for Request Absence.

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From the menu options that load, select Request Absence:

Request View Request Absence My Absence Correct My Absence Absence Balance Request Return from Leave of Absence Image: Correct My Absence		
Request Absence My Absence Correct My Absence Absence Balance Request Return from Leave of Absence Image: Correct My Absence	Request	View
Correct My Absence Absence Balance Request Return from Leave of Absence	Request Absence	My Absence
Request Return from Leave of Absence	Correct My Absence	Absence Balance
	Request Return from Leave of Absence	

An **Absence Calendar** will load. You can select the date(s) you would like to enter an absence request for, or **Select Date Range** to enter the date(s) to request. In the box that pops up, you will need to **Select Absence Type**:

Select Abs	sence Type
When Tues	sday, December 27, 2022 - Friday, December 30, 2022
Type *	

The **Type** will be Paid Time Off (PTO), Vacation and/or Sick in most instances. However, employees are also able to enter Bereavement Time, Volunteer Time, etc.:

Court Attendance Paid Time Off Jury Duty Paid Time Off Paid Time Off (PTO) Parental Leave (Secondary Caregiver) × Volunteer Time Voting Time Wellness Day When Witness Leave Paid Time Off per 30, 2022		Bereavement Extended Family Leave	
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Depending on the **Absence Type**, the request will either go to your manager or your Absence Partner for approval. It will be grayed out on your calendar until approved. At the time it is approved, the calendar entry will turn green.

<u>General Note:</u> For leave related requests (ADA, FMLA, etc.), employees are able to request a leave within Workday via the Absence app. Once the request has been submitted, your Absence Partner will review and connect on next steps.