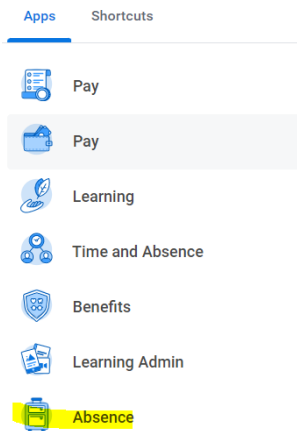


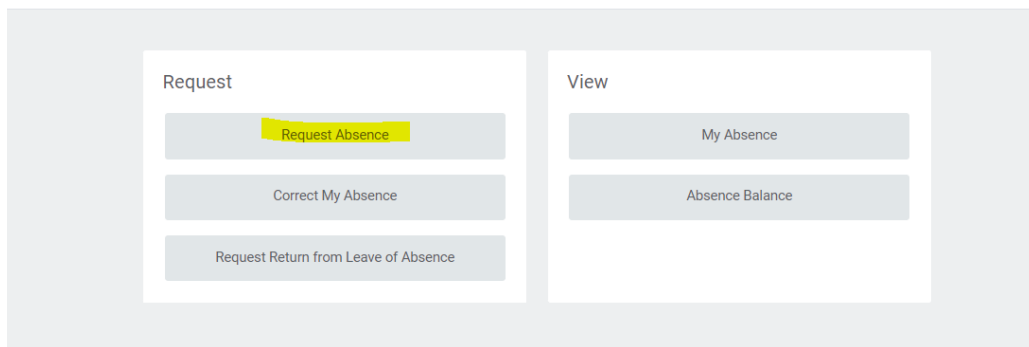
## Absence How-To Guide for Employees:

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.

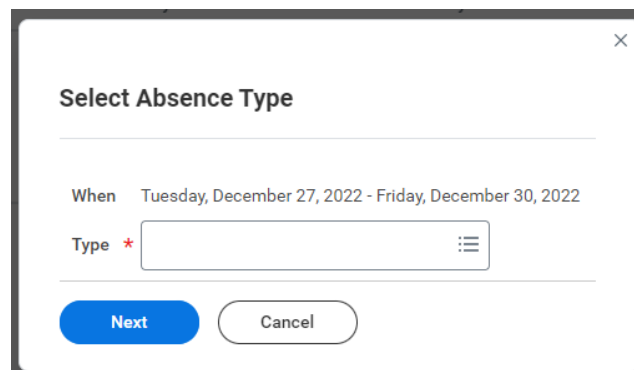
### Menu



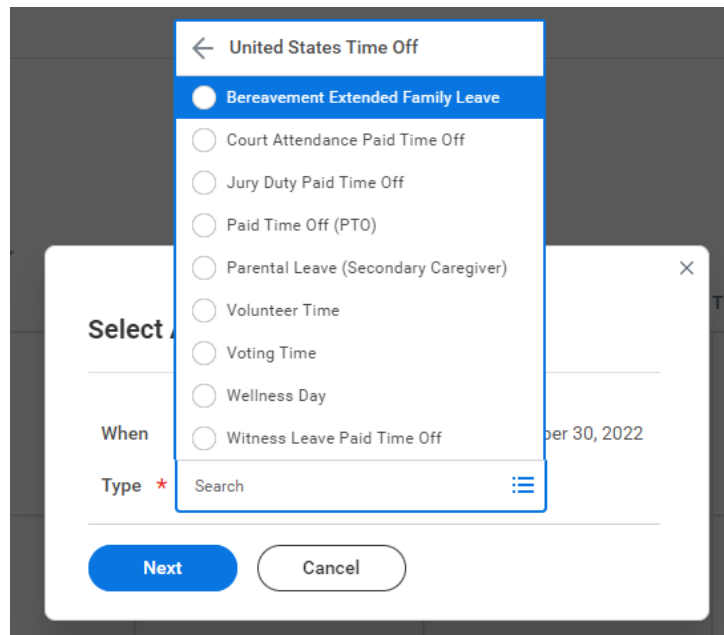
From the menu options that load, select **Request Absence:**



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:**

A screenshot of a dialog box titled 'Select Absence Type'. The dialog has a close button (X) in the top right corner. Below the title, there is a horizontal line. Underneath, the text 'When' is followed by the date range 'Tuesday, December 27, 2022 - Friday, December 30, 2022'. Below that, the text 'Type \*' is followed by a text input field with a dropdown arrow icon on the right. At the bottom of the dialog, there are two buttons: a blue 'Next' button and a white 'Cancel' button with a grey border.

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.:



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.

***General Note:*** 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.