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.

1. 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.

5. 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).

11. 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).

2. **Click Submit.** You will receive a notification when your Manager approves, sends back (for revision) or denies the request.