How do I ... View My Team's Vacation and Leave Calendar?

**About this task:** Describes how to see your team's vacation and leave calendar.

**Audience:** Managers; Administration Leads

**Detailed job aid:** n/a

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 field, click Team Absence.

2. On the Team Absence page, click Time Off & Leave Calendar.

3. You can now see a full calendar of your team’s absences for this month.

   **Tip:** To view by Day or Week, click the View Month drop-down arrow.

   **Tip:** Use the Day or Week view to see what has been approved versus submitted.