
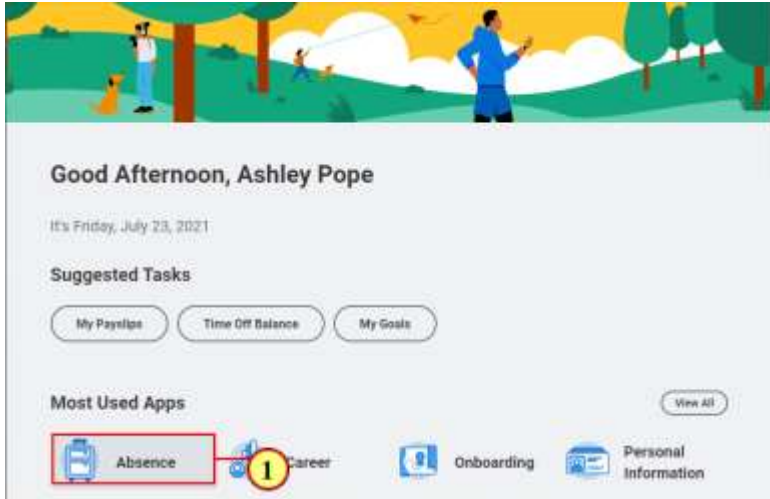
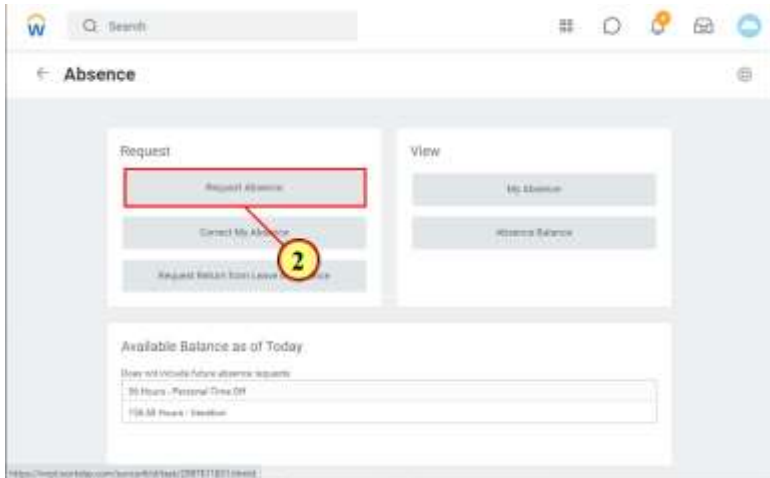

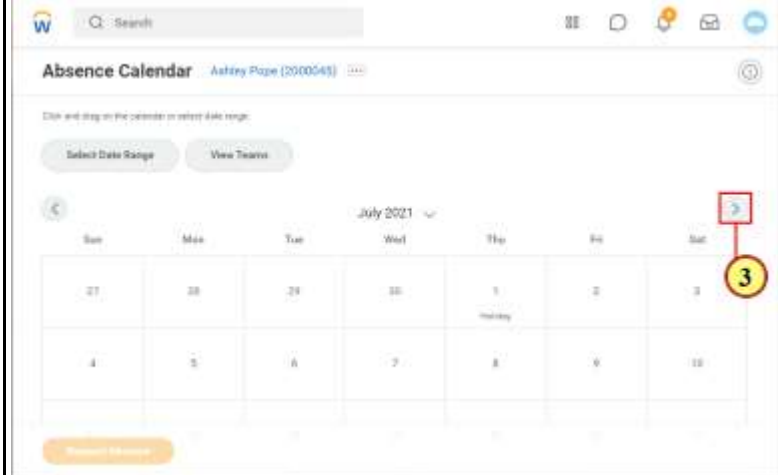



## Step-by-Step Procedure

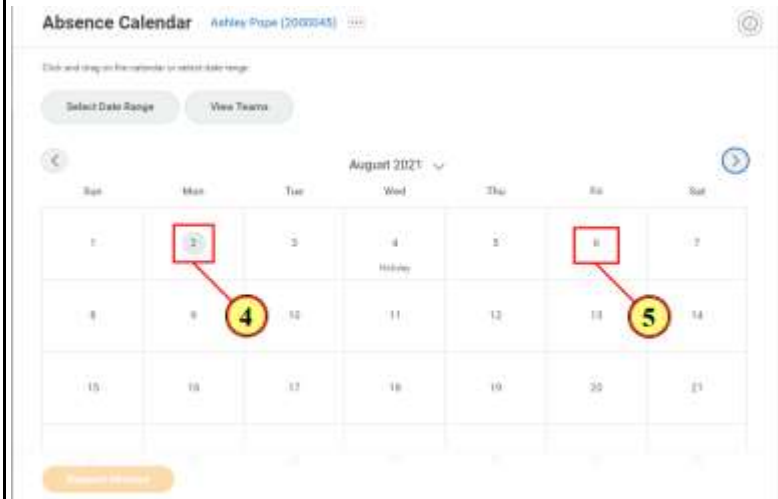
<p data-bbox="118 478 159 520"></p> <p data-bbox="103 569 443 751">This simulation will show the steps to submit a time off request in Workday.</p> <p data-bbox="103 869 448 957">1. Click the <b>Absence</b> worklet (app).</p>	
<p data-bbox="103 1241 380 1329">2. Click <b>Request Absence</b>.</p>	

3. Click  to view more months in the **Absence Calendar**.

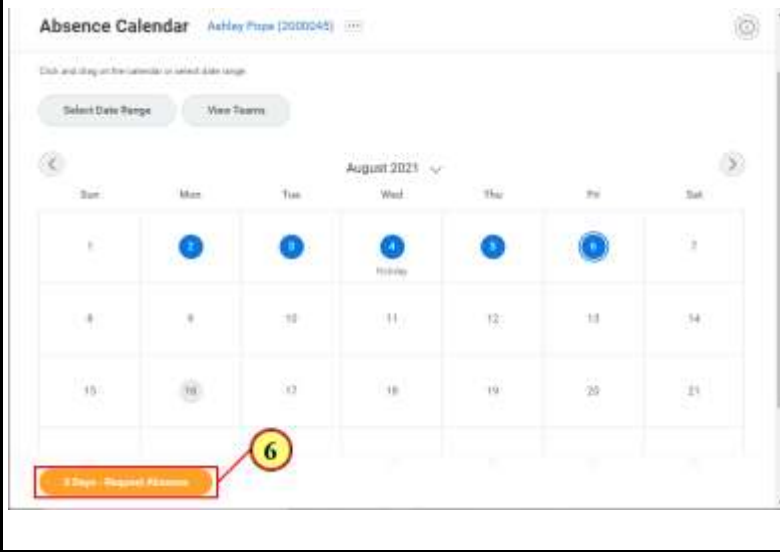
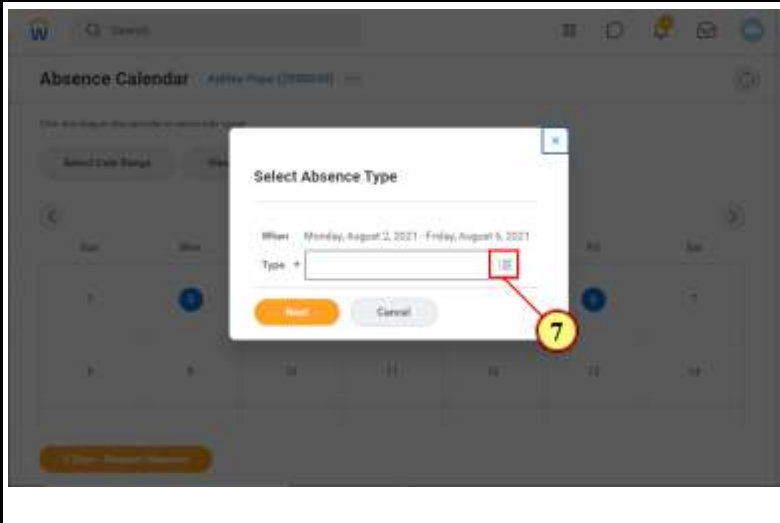


 Statutory holidays are displayed in the **Absence Calendar** for eligible workers based on their location.

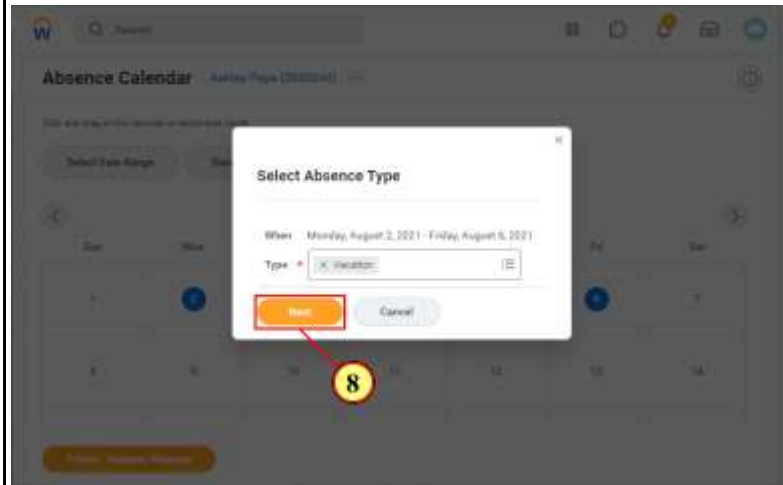
4. Click the **Start** date of the **Time Off** request and drag to select the last day of the request. For this example, click **2** to start your time off from **2021-08-02**.




5. Drag and drop on the **End date** of the **Time Off** request. For this example, select **6** to select your last day of

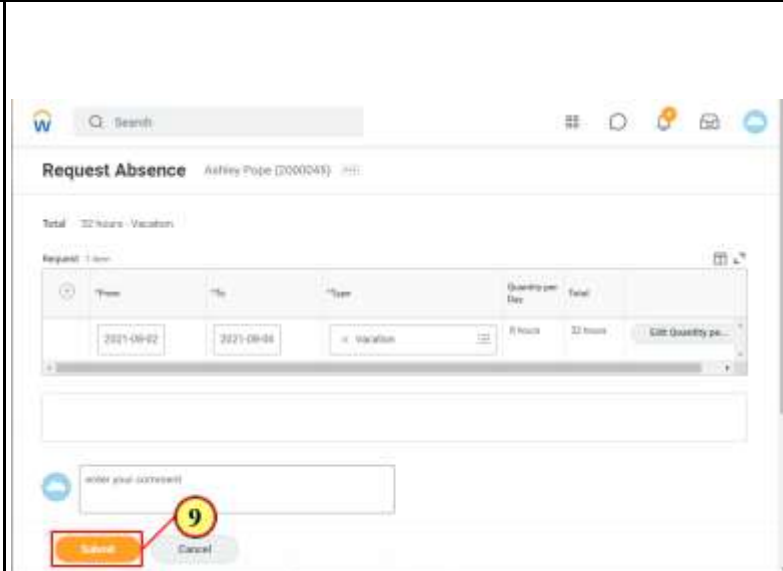
<p><b>Time Off as 2021-08-06.</b></p>	
<p>6. Click <b>Request Absence</b> to request absence for the 5 days selected.</p>	
<p>7. Click the <b>Prompt</b> icon for the <b>Absence Type</b> field to select the applicable Absence Type from the list.</p>	


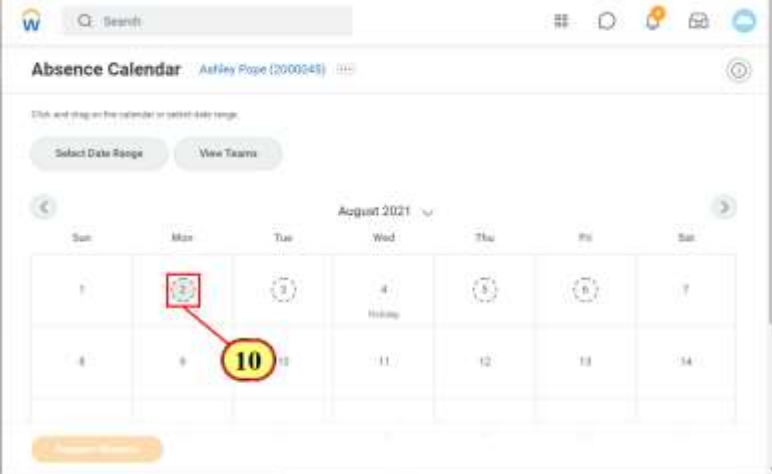

8. Click **Next**.



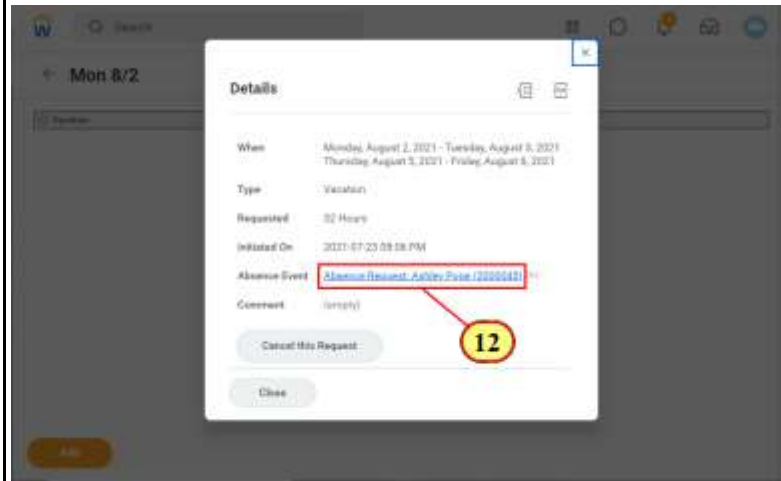
 Review your **Time Off** request before you submit. When you click **Submit**, the **Time Off** request will be sent for the manager's approval.

9. Click **Submit**.

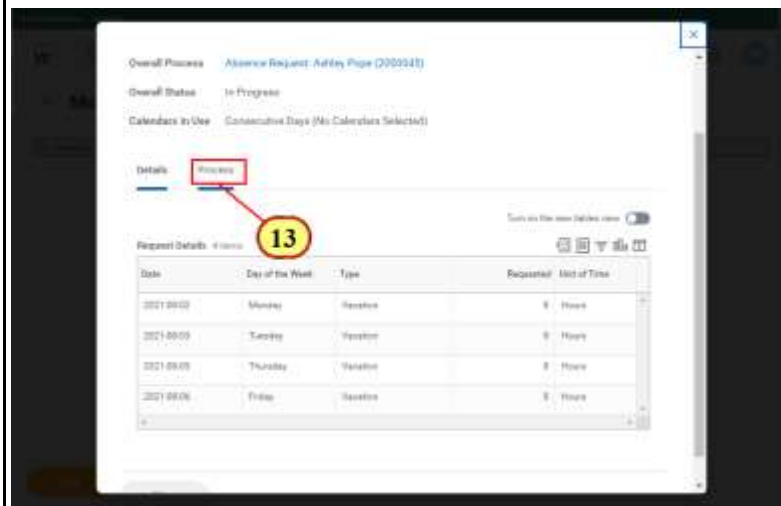


<p></p> <p>The gray circle around your <b>Time Off</b> request date in the <b>Absence Calendar</b> indicates that the manager approval is pending. If the circle is green, it means the request has been approved by the manager.</p> <p>10. Click the <b>Time Off</b> request date to view the approval status.</p>	
<p>11. Click the time off request to access the details. For this example, click <b>Vacation</b>.</p>	


12. Click the **Absence Request: Ashley Pope (200045)** link to open the details of the **Time Off** request.



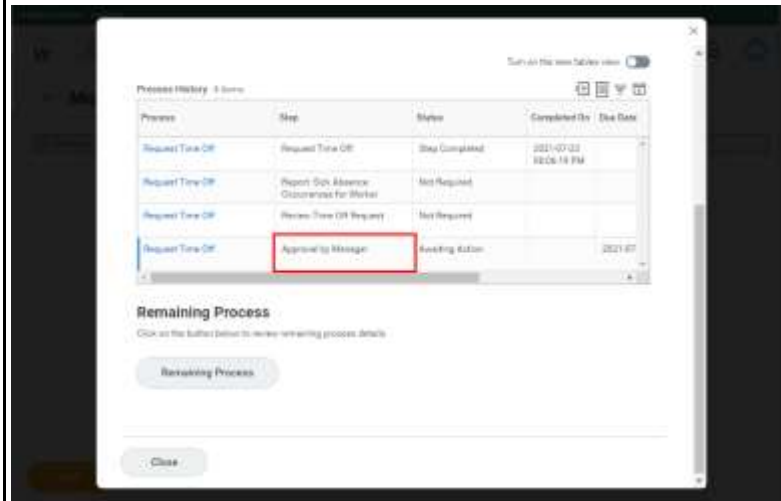
There are no vacation hours requested for Wednesday, **2021-08-04** due to a statutory holiday for this worker's location. This worker is not scheduled to work on the statutory holiday and therefore no hours of vacation are requested.



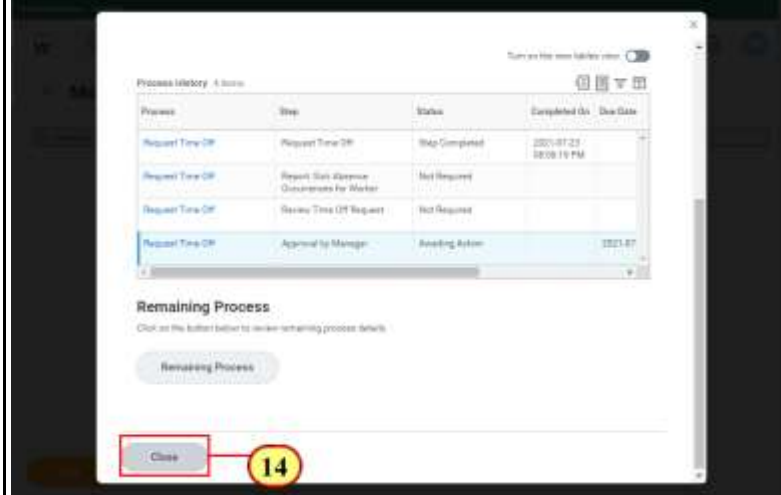
13. Click **Process** tab to view the status of the **Time Off** request.


  
 Manager approval has been requested.

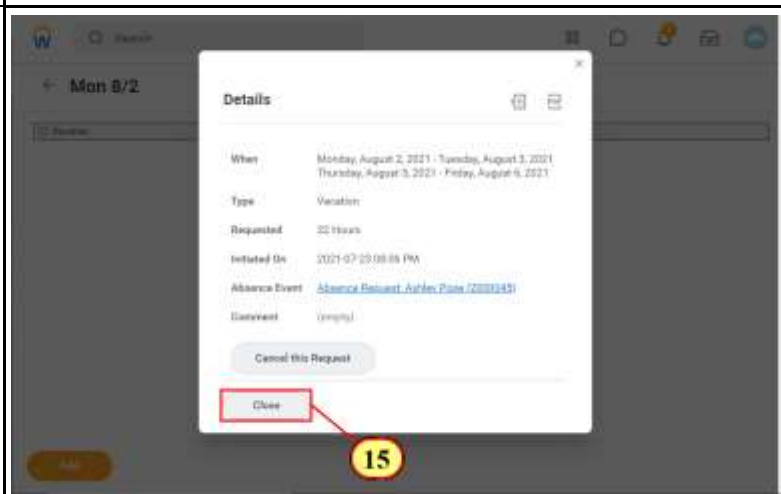
Once approved, the status of this step will change from **Awaiting Action** to **Step Completed**.





14. Click **Close**.



15. Click **Close** to close the details.



<p> Once your leader has approved your <b>Time Off</b> request, the request will appear green in the <b>Absence Calendar</b>.</p> <p> You have successfully completed the steps to request a <b>Time Off</b> in Workday.</p>	