Request Absence

Employees request Time Offs and Leaves of Absence through the Absence application in Workday. Communication should continue to take place outside of the system regarding an employee’s time away from work.

There are several ways to navigate to the Request Absence page. One option is to use the Search Bar. Another option is to use the Absence application from the home screen. Either method will bring you to the Request Absence calendar.

1. **Option 1:**
   - From the home page, search **Request Absence** using the **Search Bar**. Select **Request Absence – Report**.

2. **Option 2:**
   - Navigate to the **Absence** suitcase icon.
   - Under the Request column, select **Request Absence**.

3. Once you have reached the **Request Absence** page, select the days requested on the calendar.

4. Select the orange **Request Absence** button.

5. In the Select Absence Type popup, click in the **Type** field to select the reason for the absence.

6. Select the orange **Next** button to confirm.

7. On the next page, make any necessary changes to the **Date Range**, **Quantity Per Day**, **Reason**, **Comments**, or **Attachments** fields.

8. Review the information and select the orange **Submit** button.