

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.



Absence

Request

Request Absence

Select Date Range

Select Date Range

From * 2020-11-23

To * 2020-11-24

Type * x Vacation ...

Position * x HR Partner, HR Analyst (UBCV) ...

Next Cancel

Edit Quantity per Day

Edit Quantity per Day

Update All Quantities 7.5

Date	Quantity per Day
Thu, Nov 12, 2020	
Fri, Nov 13, 2020	

Done

enter your comment

Attachments

Drop files here

Select files

Submit