



Manage Work Absences (Time Off) Job Aid

Overview

Requests for time away from work must be requested through Workday and approved by your manager. On the Workday Home page, you can use the quick access buttons located under your name to submit a request. Depending on your employee role and the applications you frequently use, these quick access buttons may appear in different orders. Click on the ellipsis to access other tasks.

1. On the Workday home page, you will see the following quick access buttons related to absences.
 - a. Request Absence – Calendar view to request time off
 - b. Manage Absence – View absence calendar, time off balances, and submitted absence requests.
 - c. Time Off Balance – View balances by date.
2. To request absence time (Vacation, Sick, Floating Holiday, Volunteer, etc.) click the **Request Absence** button.
 - a. Click on the desired date in the calendar view, and click continue
 - b. Choose the type of absence from the drop-down list
 - c. Enter the number of hours per day you are requesting
 - d. Add a comment or additional information if desired, click **Submit Request**
 - e. You will receive confirmation notice, to view the absence calendar click on **Go To Calendar** or close the window



From the **Request Absence** window, you can add additional days, edit the quantity of hours, or change the absence type by clicking on **Edit Individual Days**

To view Available and Remaining Balances click on the expand next to **Total Request Amount**. Available Balance shows your current balance; Remaining Balance indicates the balance after submitting the request.

Request Absence

Calendar Date Range

August 2025

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

View Balances

Cancel Continue

Request Absence

Thu, Aug 28

Type of Absence*

Search

☐ Bereavement
☐ Floating Holiday
☐ Jury Duty
☐ Sick Time
☐ Vacation Time
☐ Volunteer

Cancel Submit Request

Request Absence

Thu, Aug 28

Type of Absence*

Hours (Daily)

4

[Edit Individual Days](#)

Comment

Additional Information

Total Request Amount: 4 Hours

Cancel Submit Request

Request Absence

Add

Total Request Amount: 4 Hours

Thu, Aug 28
Vacation Time • 4 Hours (Daily)

Additional Information

Comment to Approver

Date

08/28/2025

Type of Absence*

Hours (Daily)

4

Comment

Available Balance: 171 Hours
Includes your accrued time off and future requests until 08/28/2025.

Remaining Balance: 167 Hours
Amount you will have on 08/28/2025 after submitting the

Cancel Submit Request