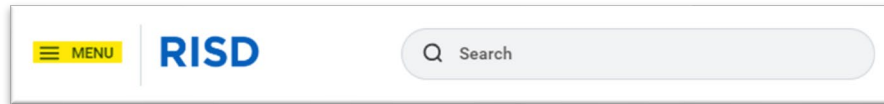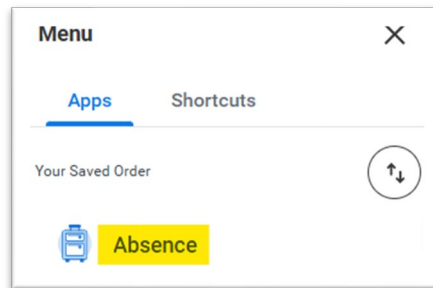# Manage Absence

Log into Workday
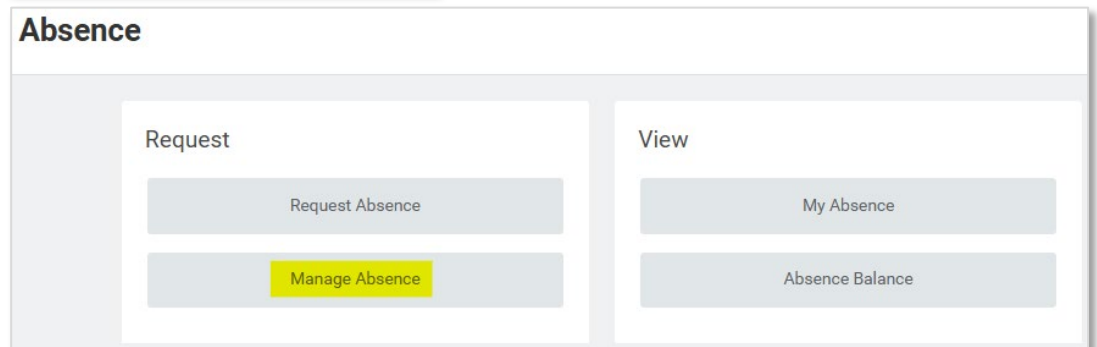
Click **Menu** in the top left

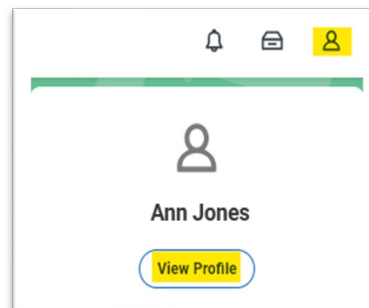Click **Absence** in Apps

Click **Manage Absence**
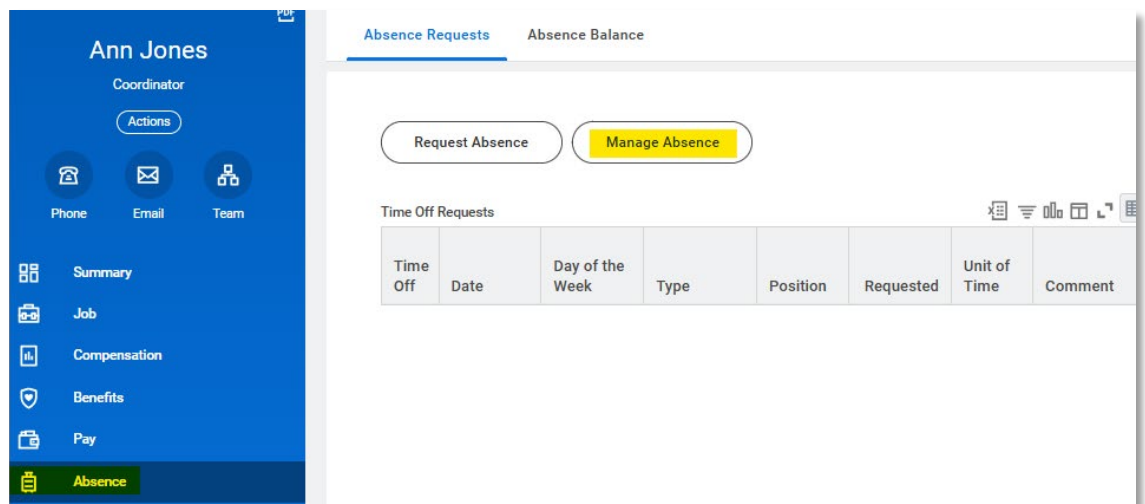

OR

Navigate to your profile

Click your **picture** in top right corner
Click **View Profile**

Click **Absence** from side menu
Click **Manage Absence** button

Absence can be requested using the **Calendar** (page 2) or a **Date Range** (page 3).

Manage Absence

Calendar Absence Request

Select requested **day(s)** then click the **Request Absence** button at bottom

> Use **Today** button to return to current day
>
> Use the **arrows** to scroll through months
>
> Click the **month/year** see all months in year

Manage Absence   Ann Jones ⋯

⌄ **Instructional Information**

Select the days you are requesting and then click Request Absence

To view detailed instructions, click here

	Today	‹ ›	August 2025 ⌄			Actions ▾
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
27	28	29	30	31	Aug 1	2
3	**4**	**5**	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

2 Days - Request Absence

View Your Requests and Balances per Plan as of date

Balances   Requests

Balances as of   07/04/2025 📅

Personal - Staff

14.25 Hours

Sick - Staff

78.55 Hours

Vacation

10.105 Hours

Total of All Plans

102.905 Hours

The following pop-up box will appear

Select **Type of Absence**	Enter **Hours** (*daily amount*) *(if you enter 7 and selected two days 14 hours will be requested)*	Enter **Comments** or upload **Attachments**, if applicable

← Request Absence ✕

Mon, Aug 4 – Tue, Aug 5

Type of Absence*

Search ☰

○ Bereavement
○ Bonus Day
○ Inclement Weather
○ Jury Duty
○ Personal
○ Sick
○ Vacation

Cancel   **Submit Request**

➡

← Request Absence ✕

Mon, Aug 4 – Tue, Aug 5

Type of Absence*

✕ Vacation ☰

› Instructional Information

Hours (Daily)

7

✎ **Edit Individual Days**

Comment

Total Request Amount: 14 Hours ⌄

Cancel   **Submit Request**

➡

← Request Absence ✕

Comment

[ ]

⌄ Additional Information

Comment to Approver

[ ]

Attachments

Drop files here

Total Request Amount: 14 Hours ⌄

Cancel   **Submit Request**

To change date(s), click arrow at top beside Request Absence.
To edit individual days, for requests that include multiple days, go to page 4.

Click the **Submit Request** to route request to manager.

Manage Absence

Date Range Absence Request

Click **Actions** button and choose **Select Data Range**

Enter **Start Date** and **End Date** for requested days then click **Continue**

Manage Absence   Ann Jones

Request Absence ✕

The following pop-up box will appear

Select **Type of Absence**	Enter **Hours** (*daily amount*) *(if you enter 7 and selected two days 14 hours will be requested)*	Enter **Comments** or upload **Attachments**, if applicable

To change date(s), click arrow at top beside Request Absence.
To edit individual days, for requests that include multiple days, go to page 4.

Click the **Submit Request** to route request to manager.

Manage Absence

Edit Individual Days of an Absence Request

Click the **Edit Individual Days** link in the Request Absence pop-up

Click the day(s) that you would like to edit individually

Edit Type of Absence

Edit Hours Requested

Delete Day

Click the **Submit Request** to route request to manager.