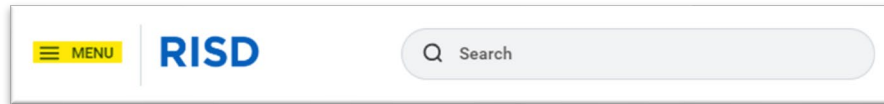


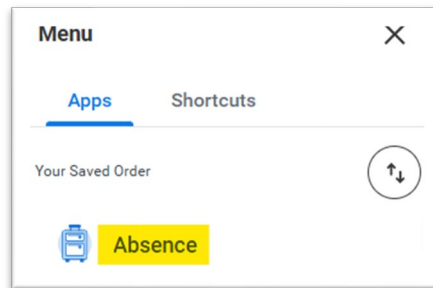
Manage Absence

Log into Workday

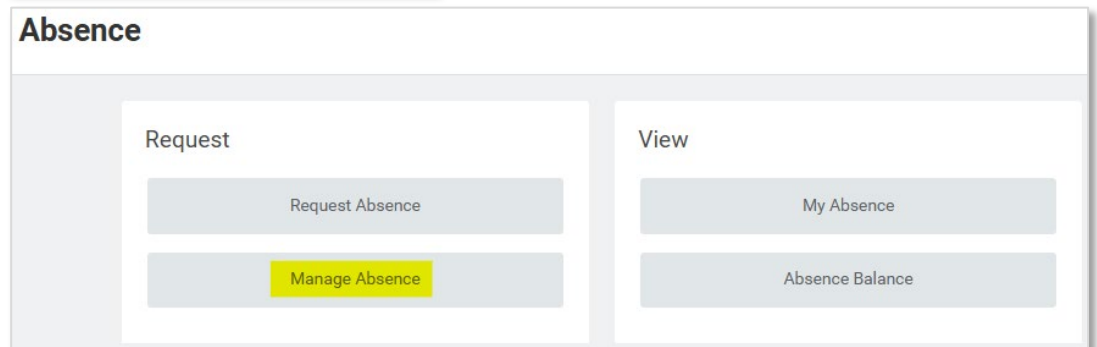
Click **Menu** in the top left



Click **Absence** in Apps



Click **Manage Absence**

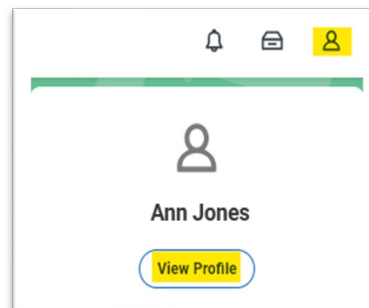


OR

Navigate to your profile

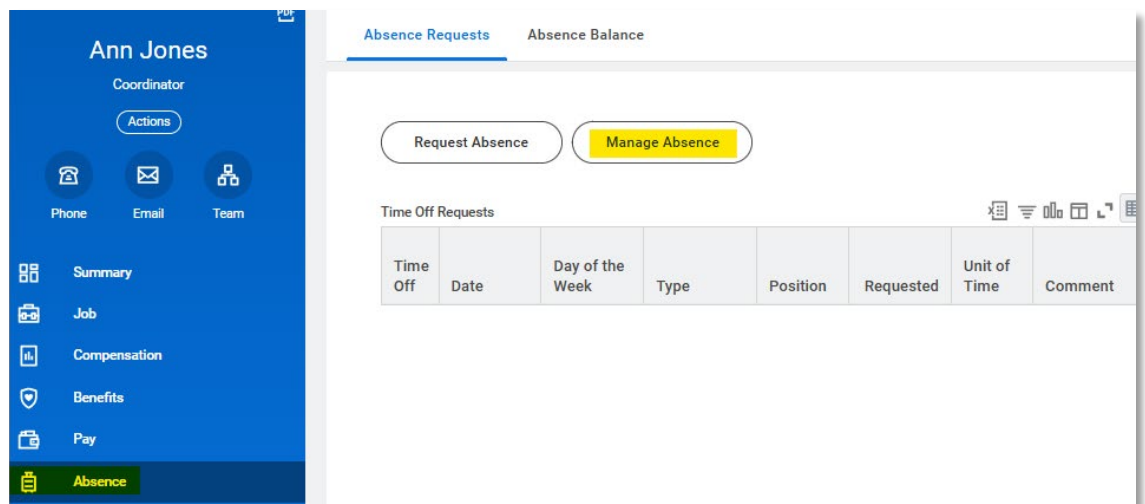
Click your **picture** in top right corner

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**

The screenshot shows the 'Manage Absence' interface for user 'Ann Jones'. It features a calendar for August 2025. A sidebar on the right contains an 'Actions' dropdown menu with options: 'Enter My Time', 'My Absence', and 'Select Date Range' (highlighted in yellow). Below the calendar, there is a 'Request Absence' button. To the right of the calendar, there is a section titled 'View Your Requests and Balances per Plan as of date' with a date selector set to 07/04/2025. This section displays balances for 'Personal - Staff' (14.25 Hours), 'Sick - Staff' (78.55 Hours), and 'Vacation' (10.105 Hours), with a 'Total of All Plans' of 102.905 Hours.

The 'Request Absence' pop-up box shows two tabs: 'Calendar' and 'Date Range' (selected). It has fields for 'Start Date*' (08/04/2025) and 'End Date*' (08/05/2025). Below these is a 'View Balances' link. At the bottom are 'Cancel' and 'Continue' buttons.

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

This screen shows the 'Type of Absence*' selection. A search bar is at the top. Below it is a list of radio button options: Bereavement, Bonus Day, Inclement Weather, Jury Duty, Personal, Sick, and Vacation. At the bottom are 'Cancel' and 'Submit Request' buttons.

This screen shows the 'Hours (Daily)' input field with the value '7'. It also includes an 'Instructional Information' section with a link to 'Edit Individual Days'. At the bottom, it shows 'Total Request Amount: 14 Hours' and 'Cancel'/'Submit Request' buttons.

This screen shows the 'Comment' field and 'Additional Information' section. It includes a 'Comment to Approver' field and an 'Attachments' section with a 'Drop files here' area. At the bottom, it shows 'Total Request Amount: 14 Hours' and 'Cancel'/'Submit Request' buttons.

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

The screenshot shows a mobile app interface for requesting absence. At the top, it says 'Request Absence' with a back arrow and a close button. Below, it shows the dates 'Mon, Aug 4 – Tue, Aug 5'. The 'Type of Absence' is set to 'Vacation'. There is a section for 'Instructional Information' and a field for 'Hours (Daily)' with the value '7'. A yellow button labeled 'Edit Individual Days' is highlighted. Below that is a 'Comment' field. At the bottom, it shows 'Total Request Amount: 14 Hours' and two buttons: 'Cancel' and 'Submit Request'.

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

Edit Type of Absence

Edit Hours Requested

Delete Day

This screenshot shows the 'Request Absence' pop-up with a list of days on the left and a detailed view of 'Mon, Aug 4' on the right. Arrows point from external text boxes to specific elements: one points to the list of days, another to the 'Delete' button, a third to the 'Type of Absence' dropdown, and a fourth to the 'Hours (Daily)' input field. The left panel shows 'Mon, Aug 4' and 'Tue, Aug 5' both with 'Vacation • 7 Hours (Daily)'. The right panel shows the details for 'Mon, Aug 4', including the 'Type of Absence' dropdown, 'Hours (Daily)' input, and a 'Comment' field. At the bottom, it shows 'Available Balance: 20.875 Hours' and 'Includes your accrued time off and future requests until 08/05/2025.' The 'Cancel' and 'Submit Request' buttons are at the bottom.

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