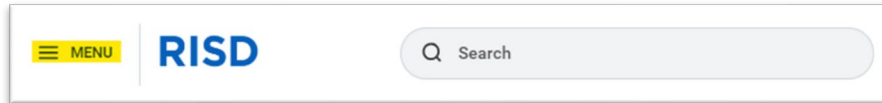


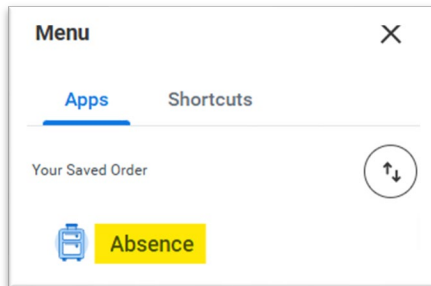
Request Absence

Log into Workday

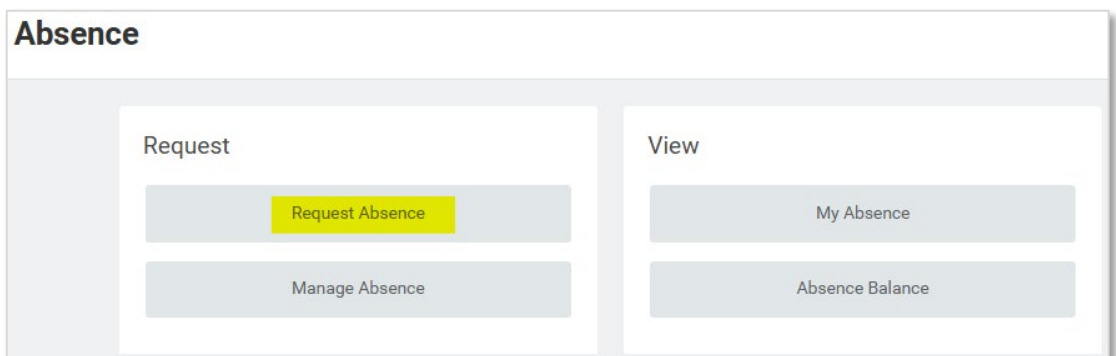
Click **Menu** in the top left



Click **Absence** in Apps



Click **Request Absence**

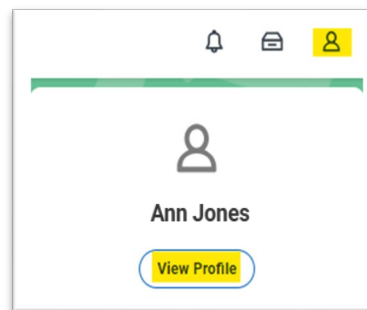


OR

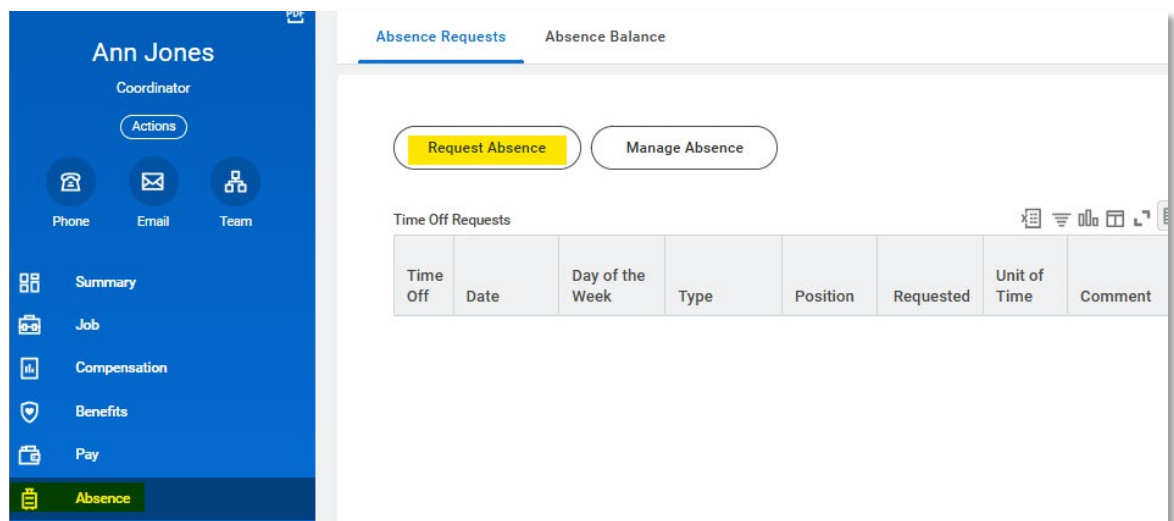
Navigate to your profile

Click your **picture** in top right corner

Click **View Profile**



Click **Absence** from side menu
Click **Request Absence** button



Request Absence

Absence can be requested using the Calendar (default) or a Date Range.

Calendar

Select requested day(s)
then click Continue

Date Range

Enter Start Date and End Date for range
then click Continue

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

Request Absence

Calendar Date Range

August 2025 < Today >

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

Cancel Continue

Request Absence

Calendar Date Range

Start Date* End Date*

08/04/2025 08/05/2025

[View Balances](#)

Cancel Continue

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

Mon, Aug 4 – Tue, Aug 5

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 3.

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

Request Absence

Edit Individual Days of an Absence Request

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

Request Absence

Mon, Aug 4 – Tue, Aug 5

Type of Absence*

x Vacation

> Instructional Information

Hours (Daily)

7

Edit Individual Days

Comment

Total Request Amount: 14 Hours

Cancel Submit Request

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

Edit Type of Absence

Edit Hours Requested

Delete Day

Request Absence

> Instructional Information

Total Request Amount: 14 Hours

Mon, Aug 4 > Vacation • 7 Hours (Daily)

Tue, Aug 5 > Vacation • 7 Hours (Daily)

Additional Information

Comment to Approver

Mon, Aug 4

Type of Absence*

x Vacation

Hours (Daily)

7

Comment

Available Balance: 20.875 Hours
Includes your accrued time off and future requests until 08/05/2025.

Cancel Submit Request

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