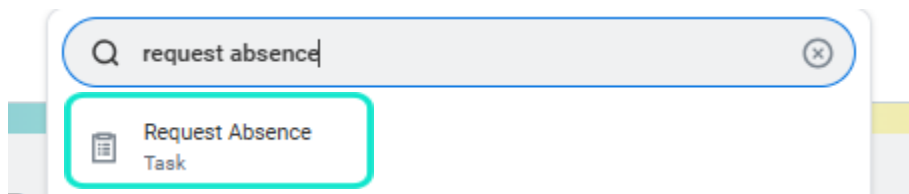


Request Absence

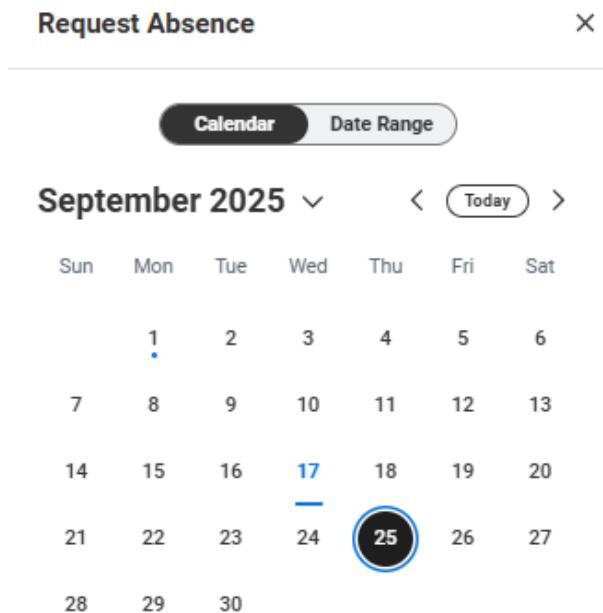
Learn how to submit an absence request in workday. An absence includes the following: **Paid Time Off, Sick Time, Bereavement, and Jury Duty**. Your eligibility for each type is dependent on your full/part time status.

From the Workday homepage:

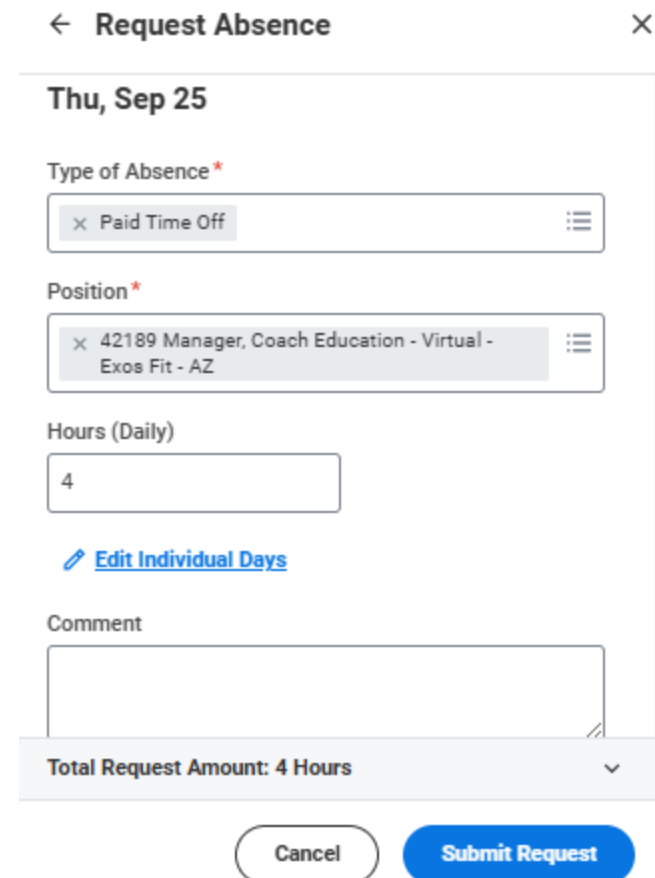
1. Search **Request Absence**



2. Select the day(s).



3. Select the type of absence, the position you are requesting an absence from, and the daily hours.



***Note: You will only see the absences you are eligible for under Type of Absence.**

Your request will route to your manager for approval.