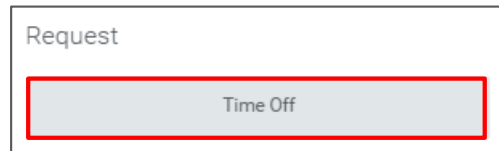
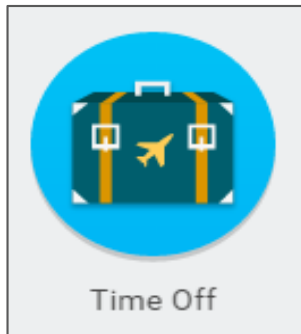


As part of the employee self-service features in the Workday system, you are able to manage your own time off. Follow these instructions to successfully request time off.

1 From your **Home** page, select the **Time Off** worklet then click **Time Off** from the Request column.



2 The left side of your screen will display **Time Off Balances Per Plan**.

Click the calendar date(s) to highlight the days being requested (will highlight in blue). When all dates have been selected, click the green **Request Time Off** button at the bottom of the screen.

Request Time Off Sue Smith

Today < > January 2016

Balance as of 01 / 21 / 2016

52 Hours

Sunday	Monday	Tuesday
27	28	29
3	4	5
10	11	12
17	18	19

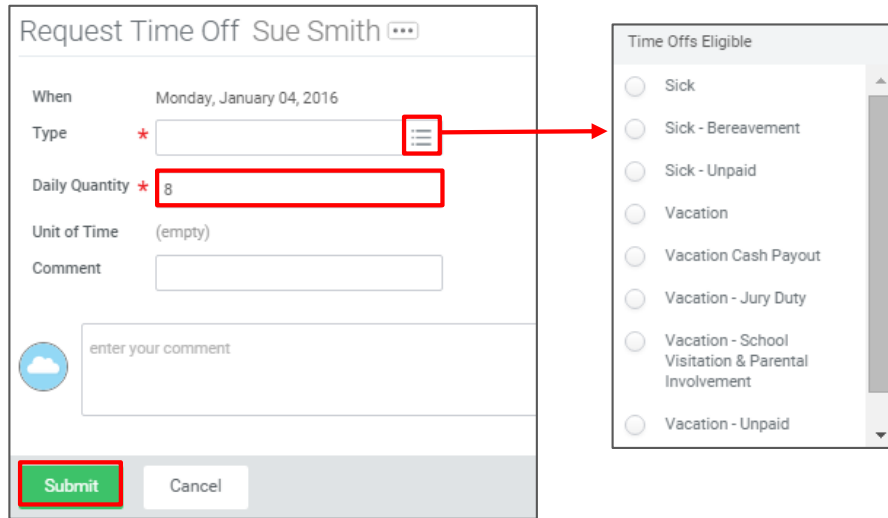
Balance Per Plan

- Default Sick (10/25)
52 Hours
(Sick - Bereavement, Sick, Sick - Unpaid)
- Field Ops Vac (1 Wk Starting) (10/25)
0 Hours
(Vacation - Jury Duty, Vacation - School Visitation & Parental Involvement, Vacation - Unpaid, Vacation, Vacation - Voting)

1 Day - Request Time Off


Use the **Arrow** buttons to change the month displayed on your screen.

3 Use the **Prompt** icon to choose the **Type** of time off being requested, then enter the **Daily Quantity** (number of hours). Click **Submit**.



Request Time Off Sue Smith ...

When Monday, January 04, 2016

Type * 

Daily Quantity *

Unit of Time (empty)

Comment

Time Offs Eligible

- Sick
- Sick - Bereavement
- Sick - Unpaid
- Vacation
- Vacation Cash Payout
- Vacation - Jury Duty
- Vacation - School Visitation & Parental Involvement
- Vacation - Unpaid

4 The calendar view will display the requested day(s) off with the current status. A **grey** check mark means the time off request is pending manager approval. A **green** check mark indicates the time off request has been approved.

Monday	
28	29
4	5
<input type="checkbox"/> Vacation	

Monday	
28	29
4	5
<input checked="" type="checkbox"/> Vacation	

Requesting time off is part of a business process. Once you submit your request, it must be **approved by a supervisor**. Employees will receive a notification in their Inbox of approval/denials, etc.