



Request Absence from Mobile App



The Requesting an Absence from Mobile App tip sheet is for all employees.

Employees can use the mobile application to request time off.

Request Absence

1. From the Workday Home page, select the **Manage Absence** quick task button.
2. Using the calendar, select the date(s) you are requesting time off. This calendar also displays previously submitted absence dates with their statuses
3. At the bottom of the page, select **# Days - Request Absence** to open the Type of Absence section.
4. Select the appropriate **Type of Absence**. Please refer to the Absence Type table for assistance in selecting.
5. Hours will default based on your schedule. Please confirm the dates, type and hours requested. If changes to the number of hours per day are needed, select **Details Per Day**. You'll need to change this if you didn't take a full 8-hour day off. Please note, this action will also edit weekend hours if any weekend dates are included.
6. Attach required documents in the **Attachments** section (if necessary). You may also enter a comment if necessary.
7. Select **Submit**. Your **Absence Request** now awaits approval by your manager. Once it has been approved, you will receive a notification in your Workday **My Tasks**.

Absence Types

Absence Type	Description
Annual Leave Time Off	Annual time off for eligible employees based on college policies.
Annual Leave Time Off FMLA	If an employee is on approved FMLA and will use annual time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.
CNM/SFCC Faculty Sick Leave Time Off	Sick time off for faculty at SFCC and faculty and instructional support employees at CNM.
CNM/SFCC Faculty Sick Leave Time Off FMLA	Sick time off for faculty at SFCC on approved FMLA and faculty and instructional support employees at CNM on approved FMLA. This option is used in order to track FMLA hours and reduce sick leave balance at the same time.
CNM Faculty Personal Leave Time Off	Personal time off available for faculty and instructional support employees at CNM.
CNM Faculty Personal Leave Time Off FMLA	Personal time off for faculty and instructional support employees at CNM on approved FMLA. This option is used in order to track FMLA hours and reduce personal time off balance at the same time.
Compensation Time Off	Pre-approved time off for CCC employees rather than overtime pay for hours worked above 40 hours in a workweek.
Intermittent / FMLA Annual Leave Time Off	If an employee is on approved Intermittent FMLA and will use annual time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.
Intermittent / FMLA Sick Leave Time Off	If an employee is on approved Intermittent FMLA and will use sick time off, this option is used in order to track FMLA hours and reduce sick leave balance at the same time.
Intermittent / FMLA without Pay Leave Time Off	If an employee is on approved Intermittent FMLA and will NOT use paid time off, this option is used in order to track FMLA hours.
Leave without Pay Time Off	This option is used for Exempt (Salary) employees only. It is used when a salary employee will take time off and not use a paid time off option. Non-exempt (Hourly) employees only enter time worked or paid time off codes. If they have leave

Absence Type	Description
	without pay, those hours will not be entered (unless on approved FMLA).
Leave without Pay Time Off FMLA	If an employee is on approved FMLA and will NOT use paid time off, this option is used in order to track FMLA hours.
SFCC Faculty Annual Leave Time Off	Annual time off for faculty at SFCC.
SFCC Faculty Annual Leave Time Off FMLA	Annual time off for faculty employees at SFCC on approved FMLA. This option is used in order to track FMLA hours and reduce annual time off balance at the same time.
Sick Leave Time Off	Sick time off for eligible staff employees based on college policies.
Sick Leave Time Off FMLA	If an employee is on approved FMLA and will use sick time off, this option is used in order to track FMLA hours and reduce sick time off balance at the same time.
Winter Work	CNM only code. This code is used to request time off that was earned by working over winter break. Must be used by June 30 th , balance will zero out after that date.