



# Request Absence



***The Request Absence tip sheet is for all employees and managers. Request Absence is the task for requesting time off.***

## Adding Workday Apps

To add any of the absence apps referenced in this tip sheet, go to your **Menu > Add**, search for the app by name, and select **+**.

## Requesting an Absence

1. Beginning on the Workday homepage, select the **Request Absence** button OR from the menu **View All Apps > Request Absence**.
2. The pop-up calendar gives options to toggle between calendar view and date range view. From the pop-up calendar, navigate to the desired month.
3. Using the pop-up calendar, select the date(s) you are requesting > Select **Continue**.
4. From the pop-up window, select the **Type of Absence**. Refer to the Absence Type table below for additional info on absence types.
5. Confirm the absence type and enter the **Hours (Daily)** you plan to request.
  - The **Hours (Daily)** field defaults to 8 hours. Select **Edit Individual Days** to adjust this entry, if needed.
6. Add comments as needed.
7. Select **Submit Request** to send the request to your supervisor.

**Note:** This action will also edit weekend hours if any weekend dates are included.

Once approved, you will receive a notification in your Workday My Tasks and the request will display green on your absence calendar.

## View Balances

From the pop-up calendar, select **View Balances** to display all available balances.

1. To change the dates, move cursor over to **Select as of** date, select the **Calendar** icon to display a current monthly view.
  - To predict balances, enter a future date. Approved absences scheduled for future dates will not be included in the calculated hours.
2. Use arrows to move the date forwards and backwards.

- Once the date is selected, the balances will adjust.

## View Teams

From the pop-up calendar, select the **View Teams** link. A view only screen will display the approved time off for your team members in your organization.

## (For Managers Only) Requesting on Behalf of a Worker

As a manager, you can request absence on behalf of an employee. If you submit a request on behalf of a worker, it will be automatically approved.

- Beginning on the Workday homepage, select the **Request Absence** button OR from the menu **View All Apps > Request Absence**.
- From the pop-up calendar, select **Request on Behalf Of**.
- Use the **Select Worker** field to choose the worker you want. If needed, the **Request for Myself** link will take you back to your view of options.
- Select **Continue**. The name of the employee will appear at the top left of the pop-up calendar.
  - Use **View Balances** to display the available balances for the worker.
- Follow the steps listed above to continue the **Request Absence** process.

## Absence Types

Absence Type	Description
Annual Leave Time	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 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 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

Absence Type	Description
	used 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 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 to track FMLA hours and reduce annual 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 to track FMLA hours.
Leave without Pay Time Off	This option is used for <b>Exempt (Salary)</b> 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 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 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 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 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. This

Absence Type	Description
	time off must be used by June 30th, after which, the balance will zero out.

## Correcting an Absence Request

Absence requests must be approved before they can be edited. Unapproved requests can be canceled and resubmitted. Deleting an approved request requires manager approval, so you should obtain approval before submitting a new request.

1. Beginning on your Workday home page, select **Manage Absence**.
2. Select the absence request you want to correct. Workday will display a pop-up menu with the following options:
  - **Cancel Absence**
  - **Edit** (Adjust the number of hours, or leave type)
3. Add a comment to the correction (if needed).
4. Select **Submit**. Your **Time Off Correction** is sent to your manager for approval.

## Checking Absence Request Status

An absence request or absence correction request status can be determined by navigating to **Manage Absence** and viewing the color of the request.

1. Beginning on your Workday home page, select **View All Apps > Manage Absence**.
2. On the calendar view, locate the absence request in question and view the color.  
**Green:** The request is approved.  
**Grey:** The request is awaiting approval.