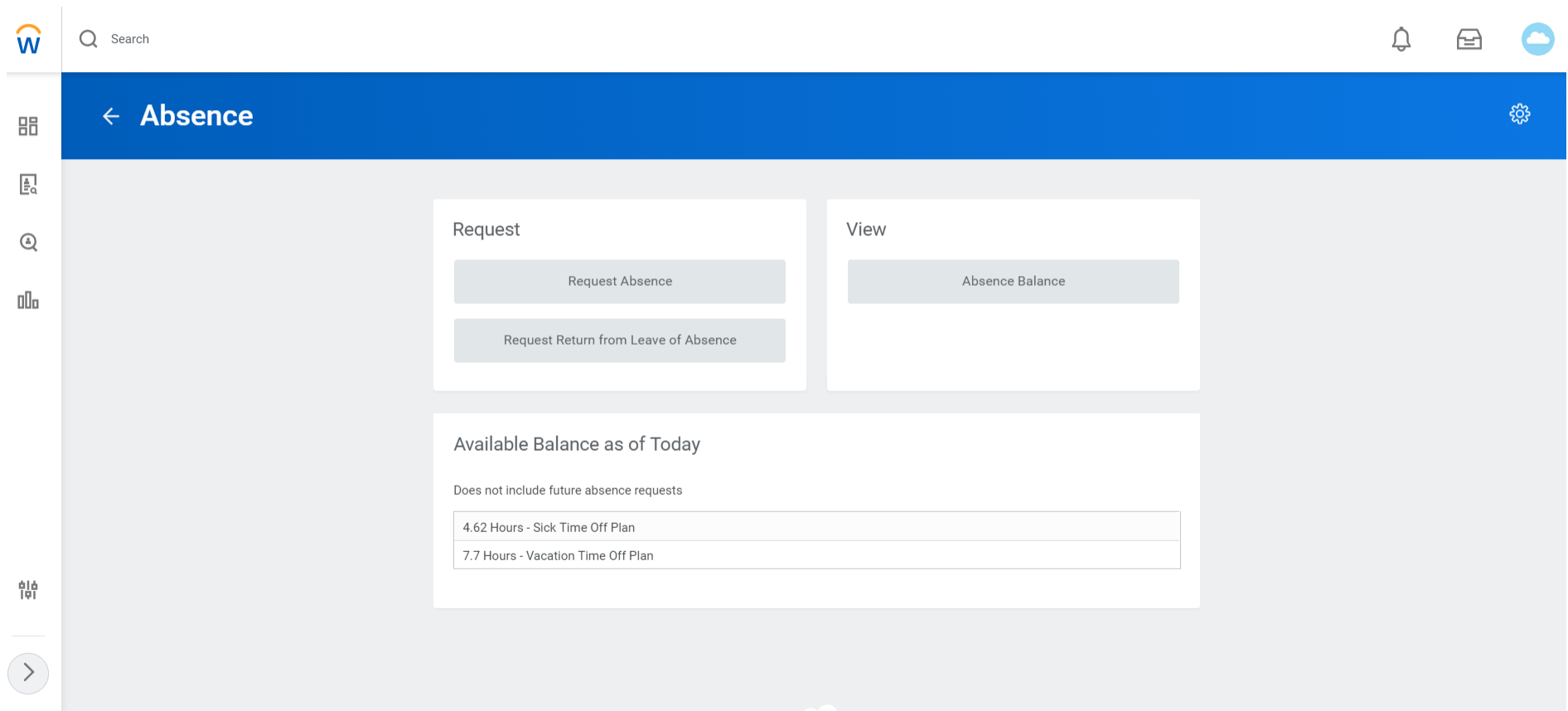


REQUESTING A LEAVE OF ABSENCE

From the Absence application:

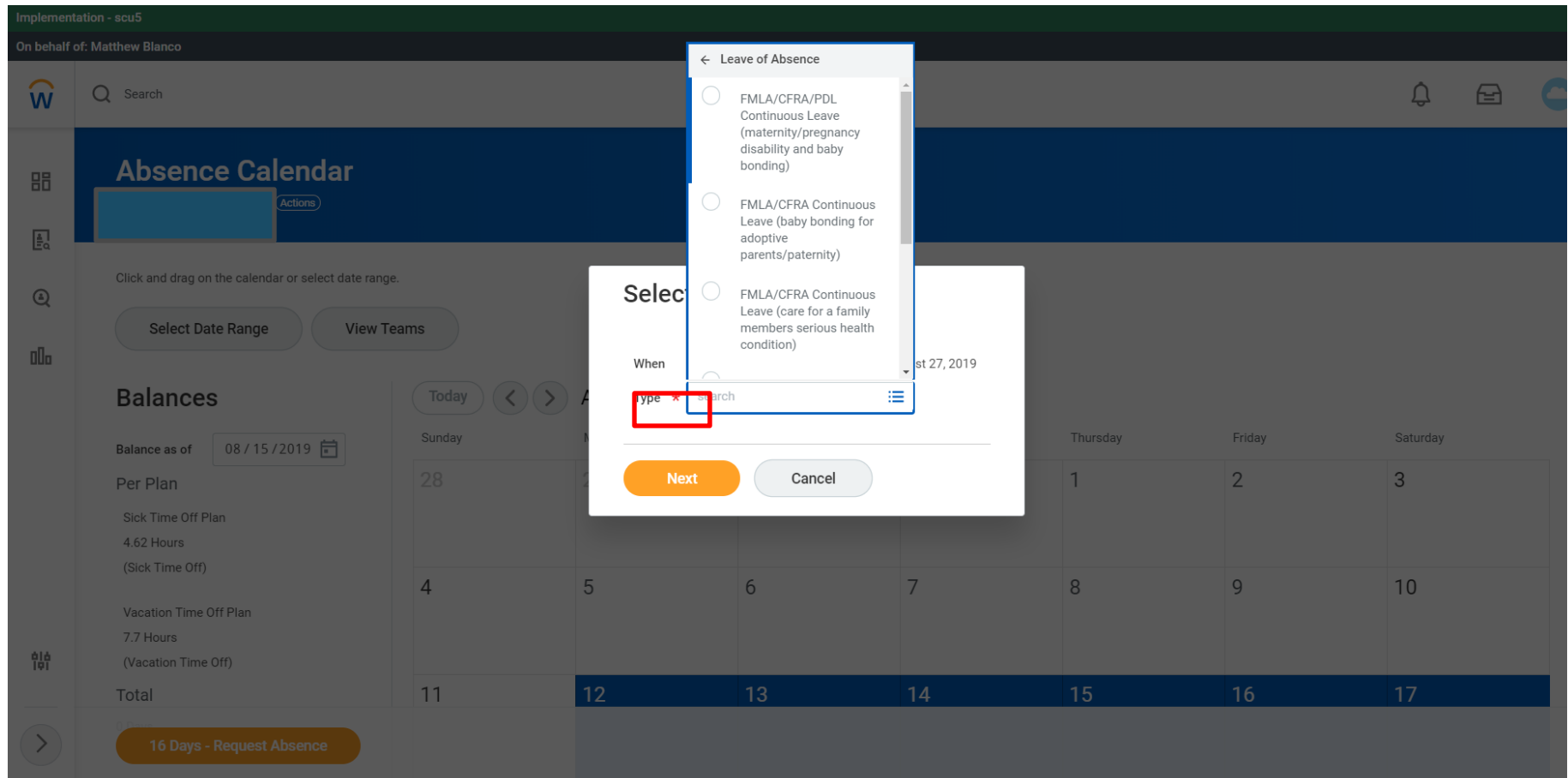
1. Click **Request Absence**



2. In the **Absence Calendar** select Date Range of requested leave of absence.

3. Submit dates using the Request Absence button.

4. In the **Select Absence Type** drop down menu, select **Leave of Absence** and select the appropriate leave type.



5. Click **next** to enter the Request Absence review page. Please read and review additional instructions on top of the screen.
6. Review Request dates, leave type and total hours before submitting.

Once you submit your leave, you will receive a message in your Workday inbox for additional leave information. **Your request will be sent to the Sr. Leaves Specialist and will contact you independently if additional information is needed.**

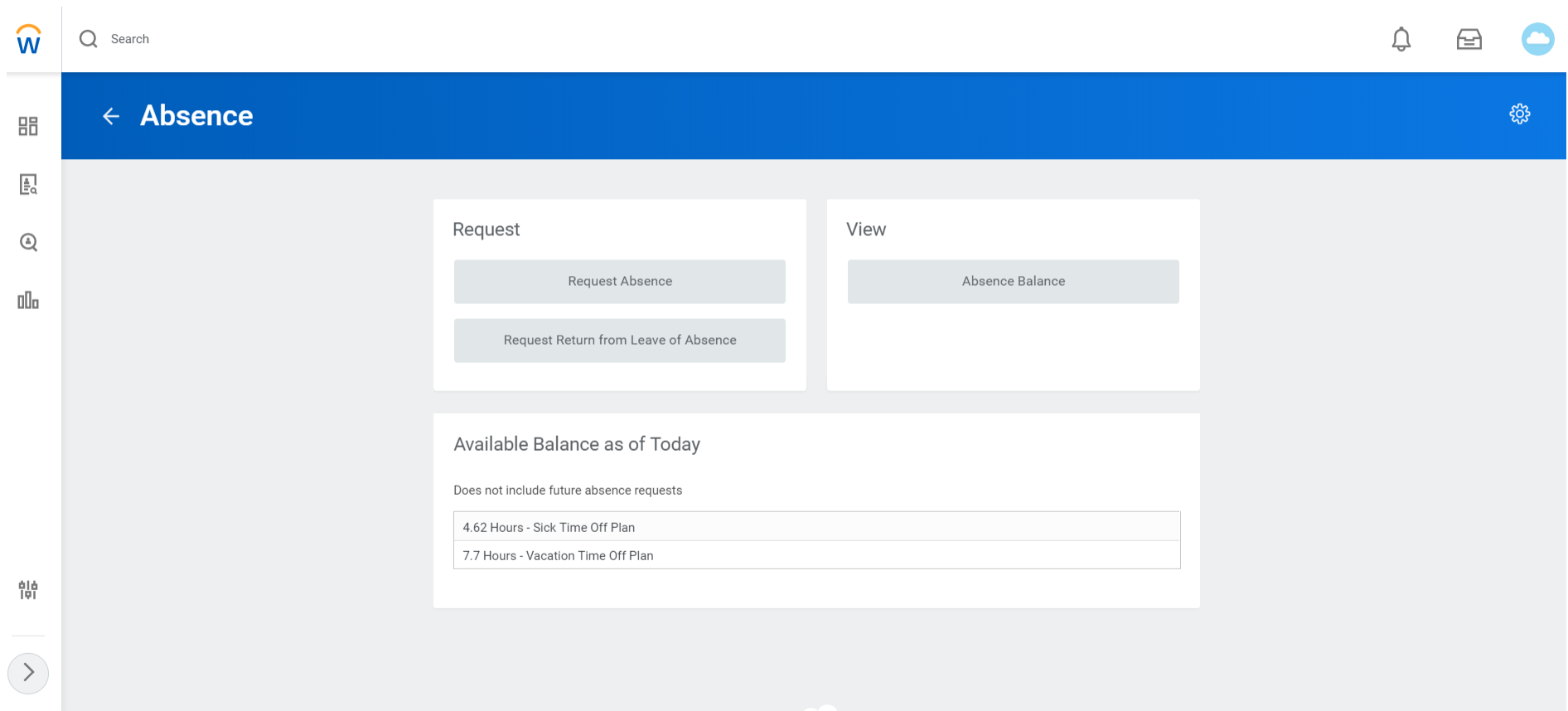
7. Please check your Inbox and Notifications frequently for any updated information regarding your leave.



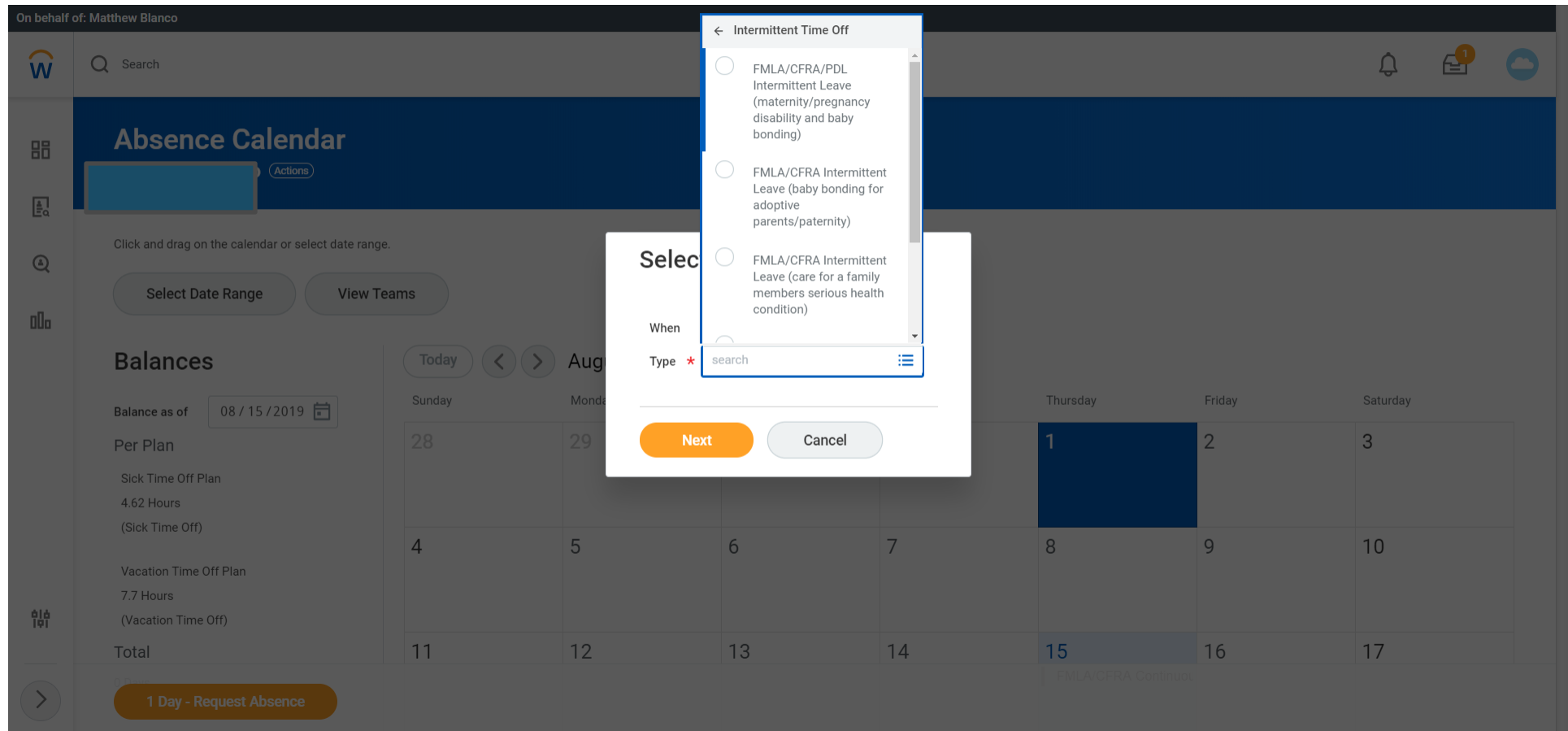
REQUESTING AN INTERMITTENT LEAVE OF ABSENCE

From the Absence application:

1. Click **Request Absence**



2. In the **Absence Calendar** select Date Range of requested leave of absence.
3. Submit dates using the Request Absence button.
4. In the **Select Absence Type** drop down menu, select **Intermittent Time Off** and select the appropriate leave type.



5. Click **next** to enter the Request Absence review page. Please read and review additional instructions on top of the screen.

6. Click **Edit Quantity per Day** to enter number of hours requested.

Once you submit your leave, you will receive a message in your Workday inbox for additional leave information. **Your request will be sent to the Sr. Leaves Specialist and will contact you independently if additional information is needed.**

7. Please check your Inbox and Notifications frequently for any updated information regarding your leave.

