



STEPS IN WORKDAY**Request Time Off**

From the Workday Homepage

1. Click the **Time Off** application.



Note: Available Balance as of Today is displayed at the bottom of the page.

2. Click **Time Off** in the **Request** column.
 - A calendar with the current month displays
3. Navigate to the days you want to request leave for. Use the forward and back arrows   to move to different months.
4. Select the date(s) you wish to use time off.
5. Click **# Day(s)- Request Time Off**.

4 Days - Request Time Off

6. Click the **Prompt** icon in the **Type** field. Select the type of leave requested.
7. **Daily Quantity** will auto-populate based on your job profile. Adjust the hours to reflect the amount of time off requested.
8. Review the information displayed on the **Request Time Off** page.
9. Enter a **Comment** (optional).
10. Attach documents in the **Attachments** area (optional).
11. Click **Submit**.