Employees, Managers or Timekeepers can enter Time Off (short term leave) requests in Workday. However, it is best practice for the employee to request their own Time Off. When employees request time off, it will route to their Manager (supervisor) to approve.

Time Off is entered into the **Absence** or **Time Off Calendar**. Employees can access their Time Off Calendar from their **Time Off Worklet**, and Managers can access their employee’s Time Off Calendar from the **Team Time Off Worklet**. Timekeepers enter the employee’s name in the search box, click on the **Related Action** icon next to the employee’s name; hover over **Time and Leave**; select **Enter Time Off**.

**Request Time Off**

From the Time Off Calendar:

1. On the calendar, select the day(s) you or the employee wishes to take off. The selected days will turn blue. To deselect a day, click the highlighted day again.

2. Click the Request Time Off button when you are ready to submit the request. The number of days you are requesting displays on the button to help confirm your request.
3. A Prompt box will appear. Enter the following:
   a. Select the Type of leave you are requesting.
   b. Enter the number of hours requested per day in the Daily Quantity field. Please note, you must edit this field if you are not requesting the entire day.
   c. In the Comments enter the times you will be gone in this field if you are not requesting the entire daily quantity (8 hours) or any other information your supervisor requires.
   d. You may add any documentation under Attachments if you wish or if your manager requests you to do so,(i.e. jury duty notification for a Civil Time Off request)
   e. Click Submit to send the request to your manager for approval.

4. The days you have requested off will now have a gray checkmark. This means the request has been submitted to your manager for approval. Once your manager approves the request, the gray checkmark will change to a green checkmark. If the Manager or Timekeeper is entering the time off request, the request is automatically approved and you will see a green checkmark.
Requesting Time Off

Check Status of Time

From the Time Off Worklet, employees can check on their Time Off Requests:

1. Under View, select **My Time Off**.

Upon approval of the Time Off request, employees will receive a notification in their Notifications Inbox.

2. You can see the status of your requests on the table displayed.

For assistance, call 437-7224 or email servicedesk@vassar.edu