

# Workday

## Job Aid: Request Absence



Desktop version:



In order to Request an Absence for Paid Time Off, Bereavement, Jury Duty or a leave of absence, navigate to the Menu in Workday and go to Personal > Request Absence.

- A **Calendar** will open up where you can pick a date or dates, or a **Date Range**.
- Before making your formal request, we suggest that you navigate to **View Balances** to see how much PTO you have available as of today or are projected to have as of 12/31 based on your scheduled weekly hours in the system.
- To coordinate coverage, you may also **View Teams** to detect potential time conflicts.

### Request Absence

For Natalie Sieger, CBP, SPHR (00476... | [Request on Behalf Of](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

[View Balances](#)  [View Teams](#) 



- Once you have selected the date(s) that work for you and your team, click continue and choose the appropriate Type of Absence under Time Offs and Leaves depending on your eligibility and absence reason. Please note that this process is generally not intended to ask for unpaid personal time off when PTO for the current year is exhausted. Ask your Manager and/or Benefits Team what options you have.

- You can submit a comment or attachment to the Approver before clicking **Submit Request**.

Your absence will show as submitted and greyed out on the absence calendar until reviewed. If approved, it will turn green and if denied, disappear.

[Cancel](#) [Continue](#)

Tips:

- If selecting a date range, click on **Edit Individual Days** to remove the PTO or sick days that don't match your schedule.
- Please note that team members who are eligible for PTO and work in states with sick leave, PTO includes sick time. (Union team members should refer to their CBA.)

Workday App version:

- Navigate to Absence App
- Before making your formal request, we suggest that you go to **Balances** to see how much PTO you have available as of today or are projected to have as of 12/31 based on your scheduled weekly hours in the system.
- From the **Calendar**, either select a date or dates, or a **Date Range**, in order to enter a new request.
- If you have e.g. one date, click on **Request 1 day**.
- On the next screen, choose the appropriate Type of Absence under Time Offs and Leaves depending on your eligibility and absence reason.
- You can submit a comment or attachment to the Approver before clicking **Submit**.

For time off/leave questions, please contact [benefits@guestservices.com](mailto:benefits@guestservices.com).