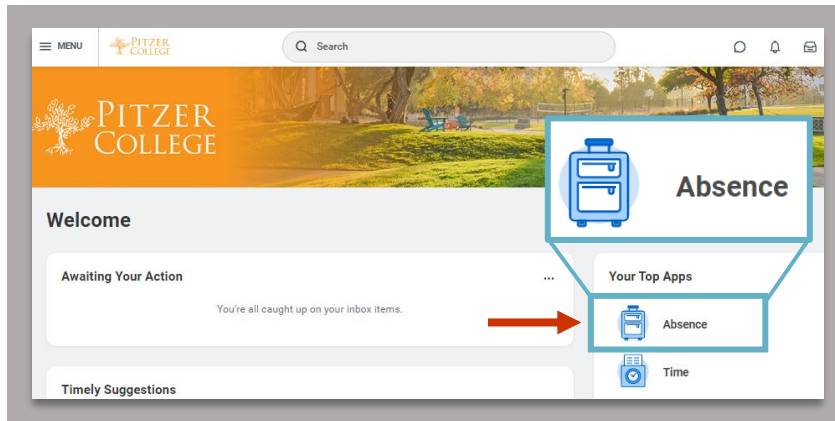
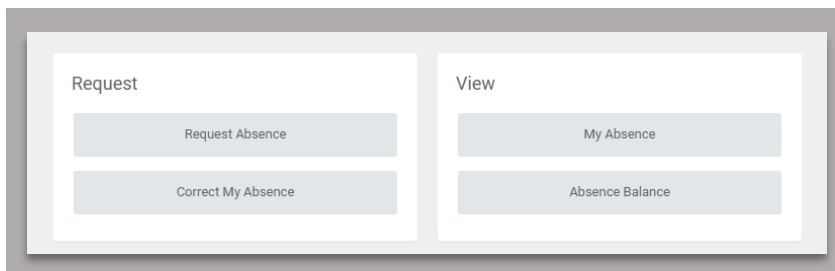


# Absence: Cancel an Approved Absence Request

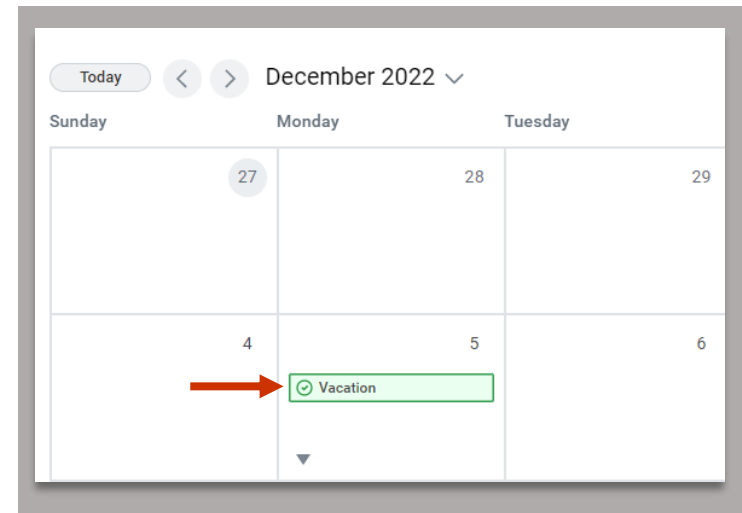
1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Absence**.



3. Under Request, select **Correct Absence**.  
*Note: Even though you are selecting "Correct Absence", this is how you will be able to cancel your request.*



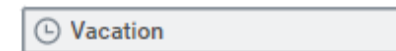
4. Navigate to the date you are cancelling and click on the time off request.



A request in green means your request has been approved.



A request in gray means your request is pending supervisor approval.



Note: if your request is in gray, use ["How to Cancel my Absence Request that is Pending Approval"](#).

[Click Here](#) for to see all "How To" Workday Time Tracking videos & job aids.

# Absence: Cancel an Approved Absence Request

5. Click on the (-) icon under “Correct” and on the left of the requested day and date.

This action means you are no longer interested in taking this time off.

**Correct Absence** Brady Test (118571) ⋮

Total  
8 Hours

Monday, December 5, 2022

Select All  1 selected

Correct 1 item ⌵ ⌲

	Date	Type	Daily Quantity	Select
<input type="checkbox"/>	Monday, December 5, 2022	Vacation	8 Hours	<input checked="" type="checkbox"/>

Type \*  ⋮

Position Hourly Employee

Quantity per Day

Unit of Time Hours

Comment

If necessary, expand the **Details** section to see original time off request details.

**Details**

When Monday, December 5, 2022

Type Vacation

Position Hourly Employee

Requested 8 Hours

Initiated On 10/14/2022 11:50 AM

Absence Event Absence Request: Brady Test (118571)

Comment (empty)

6. If applicable, enter a comment and/or include a document to explain the reason for your cancellation.
7. Click **Submit**.

**Attachments**

Drop files here

or

Your cancellation request will be routed to your supervisor for review and approval. You will receive an email confirmation once approved.