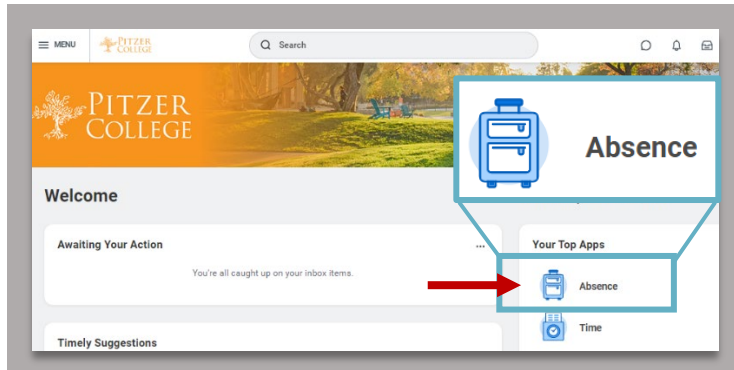
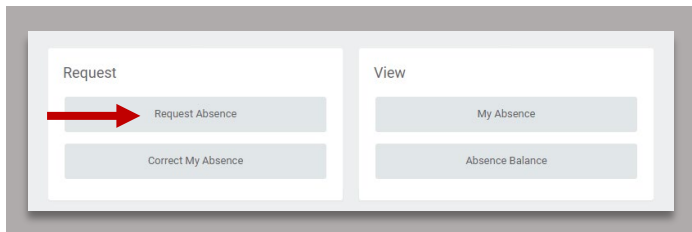


# Absence: Request CA Sick

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



3. Under Request, select **Request Absence**.

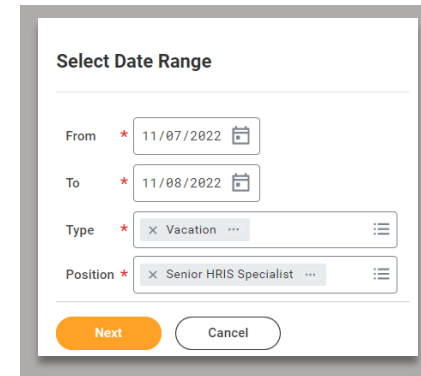
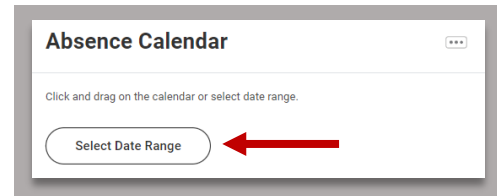


[Click Here](#) for additional "How To" Workday Time Tracking videos & job aids.

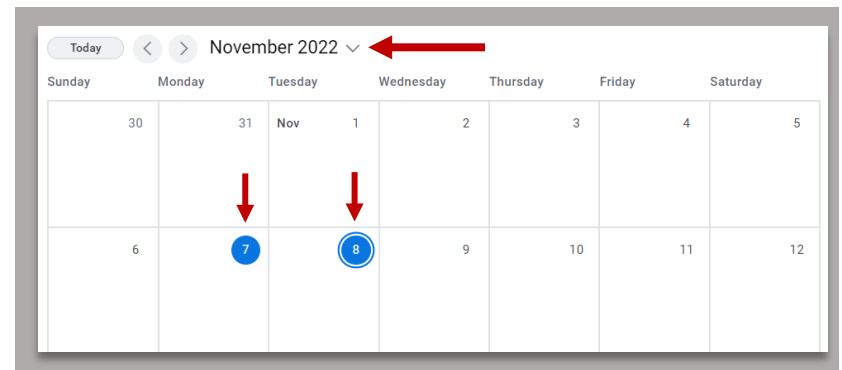


There are 2 ways to select the day(s) you are requesting time off for.

4. **Method 1** – request one day or consecutive days:  
Click on Select Date Range and enter the date(s).

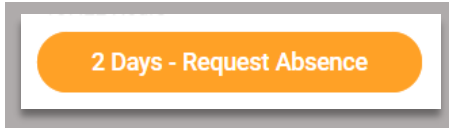


**Method 2** – request one day, consecutive days or a variety of days:  
Navigate to the month. Select the day(s) you are requesting off.

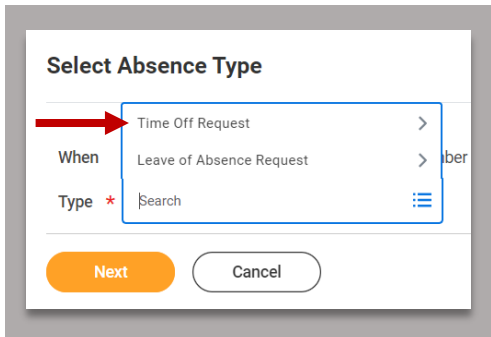


# Absence: Request CA Sick

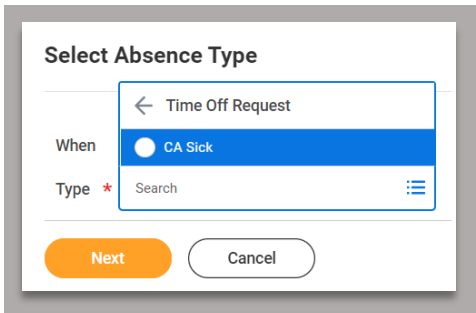
5. Select **Request Absence** on the bottom, left corner.



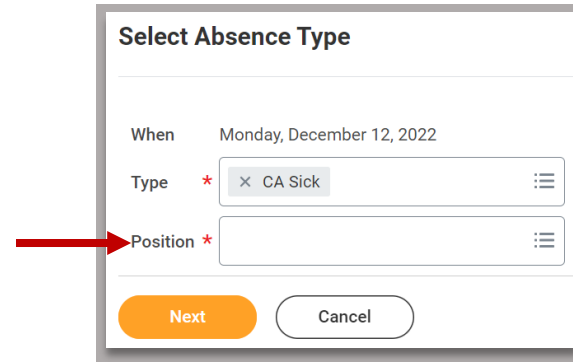
6. On the popup window, select **Type > Time Off Request**.



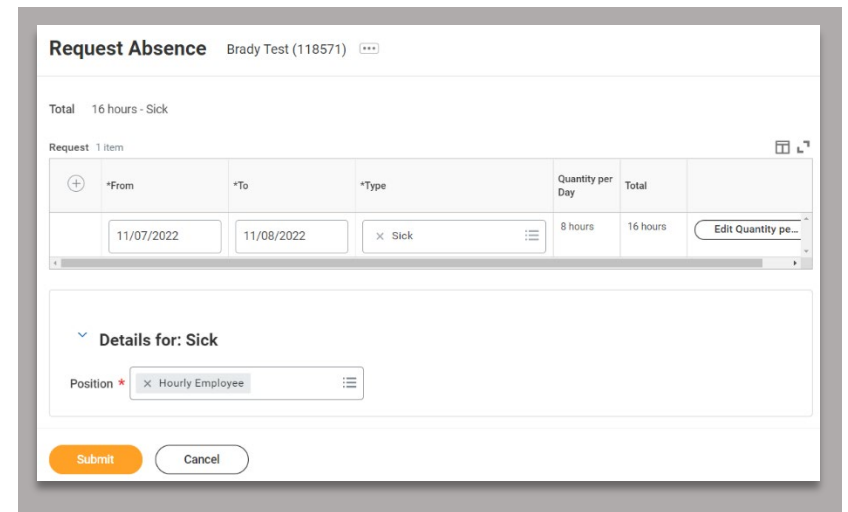
7. Select the type of time off you are requesting.



8. You will notice **Position** will show up. *Employees with multiple jobs (like students) should select the position which they are requesting time off for.*

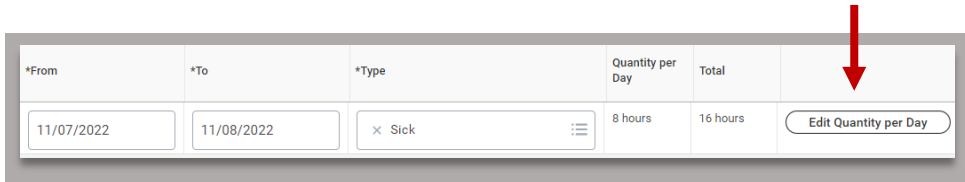


9. Click **Next** to be directed to the below screen.



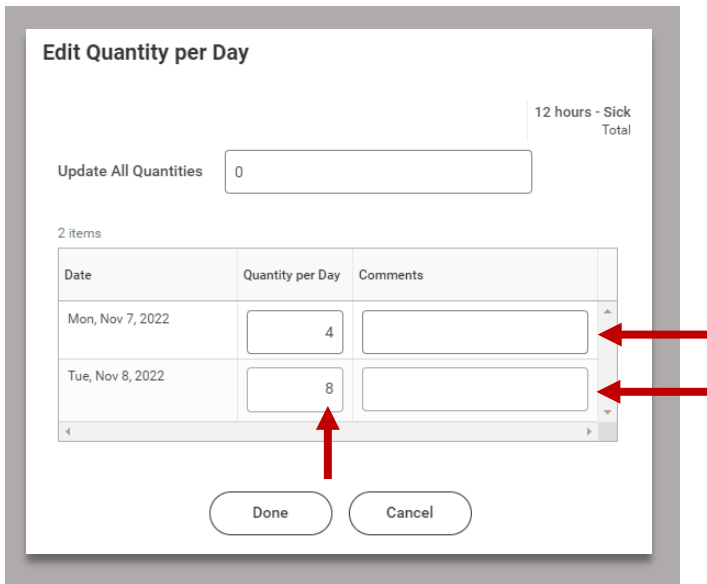
# Absence: Request CA Sick

- 10. Taking less than 8 hours of Time Off?  
If yes, click **Edit Quantity per Day** (right side of screen).  
If no, skip to #12.



| *From      | *To        | *Type  | Quantity per Day | Total    |                              |
|------------|------------|--------|------------------|----------|------------------------------|
| 11/07/2022 | 11/08/2022 | × Sick | 8 hours          | 16 hours | <b>Edit Quantity per Day</b> |

- 11. Update **Quantity per Day** and add comments, if desired.  
Select **Done**.



**Edit Quantity per Day**

12 hours - Sick Total

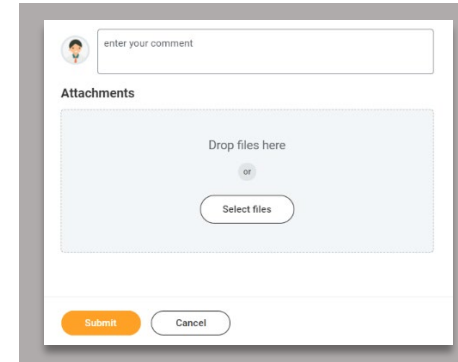
Update All Quantities

2 items

| Date             | Quantity per Day               | Comments             |
|------------------|--------------------------------|----------------------|
| Mon, Nov 7, 2022 | <input type="text" value="4"/> | <input type="text"/> |
| Tue, Nov 8, 2022 | <input type="text" value="8"/> | <input type="text"/> |

**Done** **Cancel**

- 12. Scroll down to add comments or supporting documentation, if necessary.



enter your comment

**Attachments**

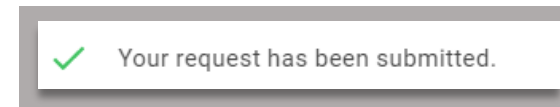
Drop files here

or

Select files

**Submit** **Cancel**

- 13. Click **Submit**.



✓ Your request has been submitted.

## APPROVALS/DENIALS

Your request will be routed to your supervisor for approval/denial and you will receive and email communication once approved/denied.

## Absence Calendar Icons

Pending Approval



Approved

