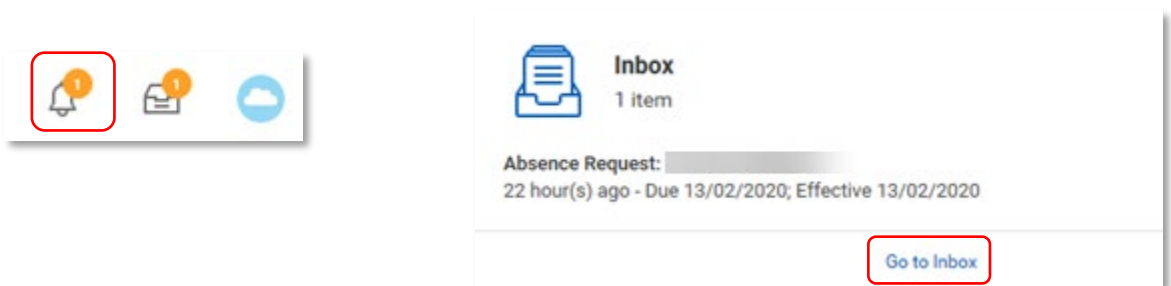
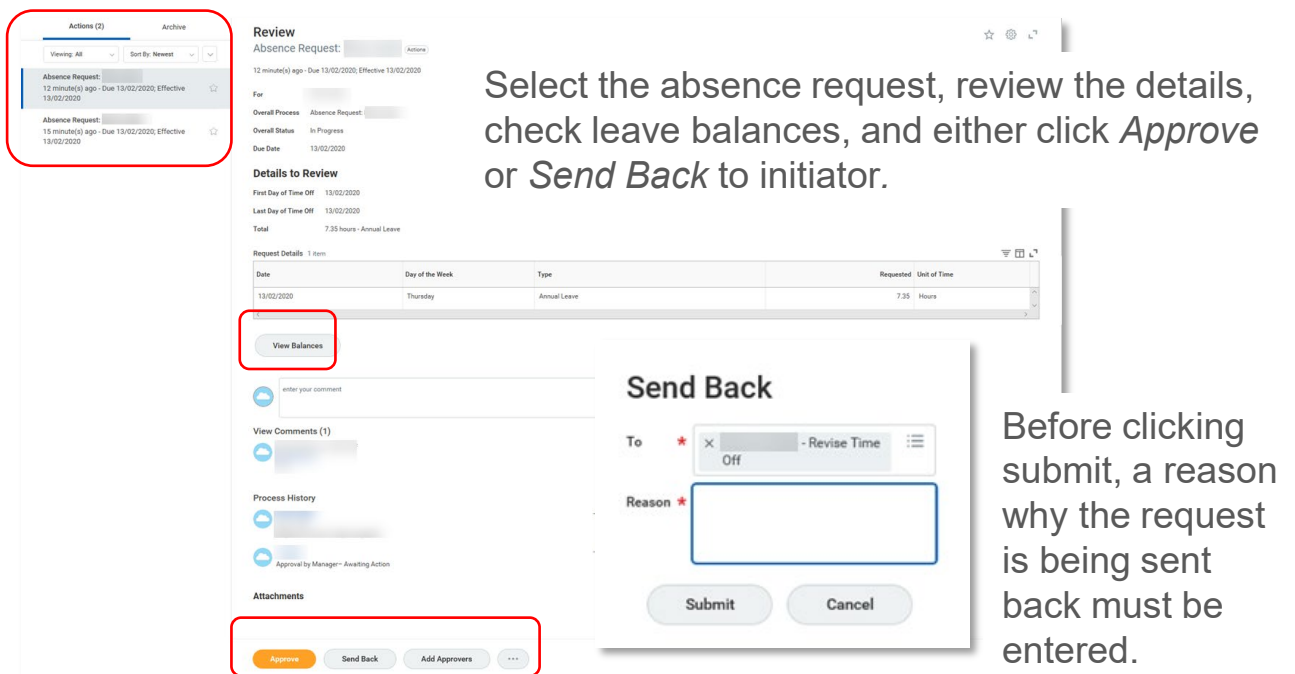


A range of Absences (Leave) can be booked through Workday and must be approved by a supervisor. Before approving an absence (leave) request supervisors can *View Details* to see leave balances or leave history and can *Send Back* the request to the initiator if needed. Note: Your employees should still be having a discussion with you prior to initiating the request in Workday.

Click *Go To Inbox* or click your *Inbox* icon.



The *Inbox* screen appears.



Please note the following types of leave are still to be completed by a form and sent through to People and Culture Employment Services via Service One once completed, for processing.

- Defence Force leave
- Emergency Action Leave
- Jury Service Leave
- Outside Studies Programme Leave
- Overseas Conference Leave
- Paid Study Leave
- Purchased Leave
- Trade Union Training Day Leave
- Worker's Compensation Leave