

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.

Absence	Request:		
22 hour(s	ago - Due 13/02/2020; 8	ffective 13/02/202	0

The *Inbox* screen appears.

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Actions (2) Archive Versey Al Son By Newel V V 12 minute(s) ago- Due 13/02/2020, Effective 13 minute(s) ago- Due 13/02/2020, Effective 13 minute(s) ago- Due 13/02/2020, Effective 13/02/2020	Review Absence Request: 2 minut(s) age- Due 12/02/2020; Effective 13/02/2020 For Overall Brokens: Absence Request: 2 minut(s) age-Due 12/02/2020 Constant Stant St	Select the abser check leave bala or <i>Send Back</i> to	nce request, re ances, and eith initiator.	eview the details, her click <i>Approve</i>
	Repetit Details 1 from Date Day of the Weak 1002/2000 Threndry Verw Balances ware space constant Verw Comments (1) Process History Process History Proc	Tree Ansatterer Send Bac To * × Off Reason * Submit	Revoted Unit of Time 733 Hore *k - Revise Time	Before clicking submit, a reason why the request is being sent back must be entered.





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

