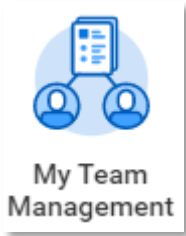


To see your team's leave of absence in Workday, Click the *My Team Management* application on the home page.



In the middle section of the My Team Management dashboard, click on View More to show your team's upcoming time off.

← My Team Management

My Team

My Team's Upcoming Time Off

Time Off Date	Day of the Week	Worker	Employee ID	Time Off Total
05/02/2020	Wednesday		066421	Lo Le Pa
11/02/2020	Tuesday		066421	Ar T

View More ...

Recent Activity

- Request Compensation Change: [redacted] Successfully completed
- Request Compensation Change: [redacted] Successfully completed

Actions

- Business Title Change
- Add Job
- End Additional Job
- Terminate
- View
- Compare Team
- Organization Directory
- My Org Chart
- More (3)

Workers Currently on Leave

Complete the mandatory fields to your requirements.

Note: Include Subordinate Organizations if you would like to see the information of your direct reports team's information as well.

## My Team's Upcoming Time Off - Copy

Include Subordinate Organizations

Organizations \* ✕ P&C Transformation - P&C (Christie O'Brien) ... ☰

Start Date \* 05 / 02 / 2020 📅

End Date \* 11 / 02 / 2020 📅

Manage Filters Save

0 Saved Filters

Click *Ok*

OK Cancel

The list of your team's upcoming time off will appear.

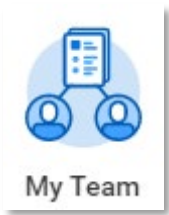
← My Team's Upcoming Time Off - Copy Actions

Include Subordinate Organizations No Start Date 05/02/2020  
Organizations P&C Transformation - P&C (Christie O'Brien) End Date 11/02/2020

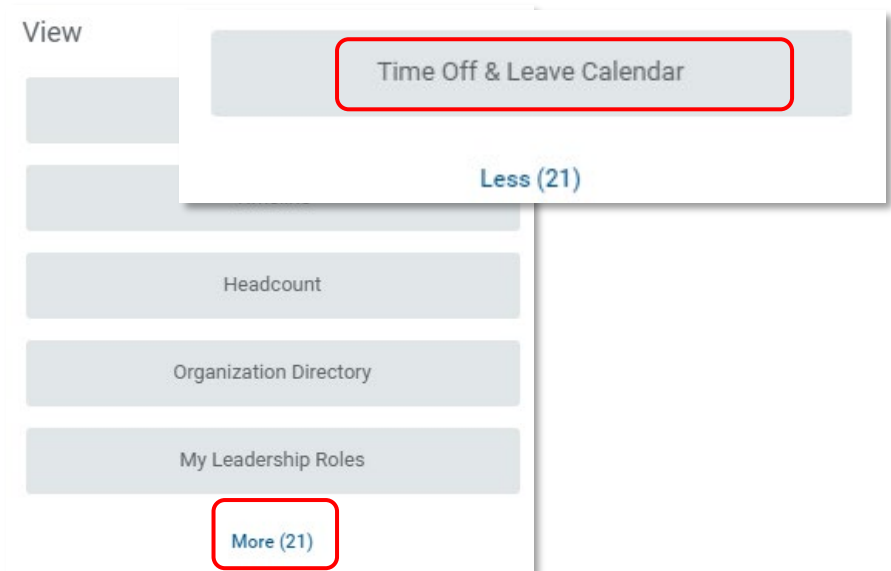
2 items

Time Off Date	Day of the Week	Worker	Employee ID	Time Off/Absence Table	Time Off Type	Units	Unit of Time
05/02/2020	Wednesday		066421	Long Service Leave - Half Pay Time Off	Long Service Leave at Half Pay	3.675	Hours
11/02/2020	Tuesday		066421	Annual Leave Time Off	Annual Leave	7.35	Hours

To view your team's upcoming leave in a calendar view, open the My Team application from your home page



Click *More* under the *View* option and *Time Off & Leave Calendar*



The Time Off and Leave Calendar will appear. Feel free to navigate through as you would your own calendar.

### Time Off and Leave Calendar

Today < > February 2020 View Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28 ✓	29	30	31	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