

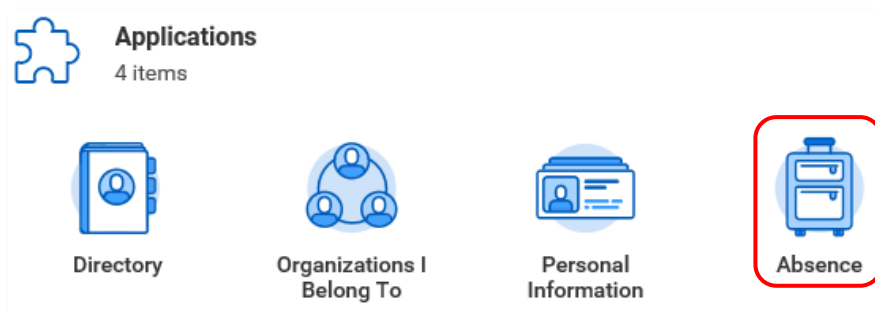
Workday holds all your leave balances, requests and approvals.

It is best practice to discuss any upcoming leave requirements with your supervisor prior to creating your request in Workday.

Note: If you are looking for the process on parental leave, please see the process guide for Parental Leave.

1. Checking your leave / absence balances

1.1 From the Workday home page, click the *Absence* application.



1.2 Your available leave / absence balance as of today will show under the Request and View options

Request

- Request Absence
- Correct My Absence
- Request Return from Leave of Absence

View

- My Absence
- Absence Balance

Available Balance as of Today

Does not include future absence requests

390.115374 Hours - Annual Leave
87.5875 Hours - Long Service Leave
194.523282 Hours - Personal Leave

To see a more detailed breakdown of your leave / absence balances, including future balances, click on *Absence Balance* under the *View* option

View

- My Absence
- Absence Balance

Enter the date you require for your balance

Absence Balance

As Of * 11 / 12 / 2019

Click OK

Your balances will appear in a more detailed table format for the date selected (note: this date could be a future date).

Balance As Of Date 11/12/2019

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

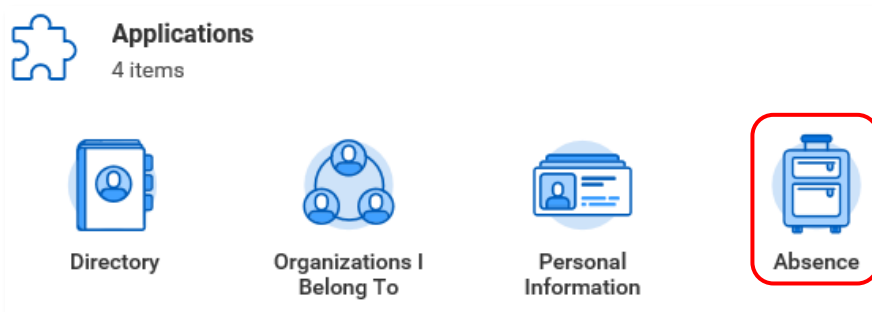
Balances Tracked in Hours 3 items

Absence Plan	Unit of Time	Position	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Annual Leave	Hours	DNU_Training Coordinator	146.999996	113.07692	0	260.076916	0	0	0	260.076916	260.076916	02/12/2019 - 15/12/2019 (Fortnightly)
Long Service Leave	Hours	DNU_Training Coordinator	47.775	39.8125	0	87.5875	0	0	0	87.5875	87.5875	01/12/2019 - 31/12/2019 (Monthly)
Personal Leave	Hours	DNU_Training Coordinator	109.947942	84.57534	0	194.523282	0	0	0	194.523282	194.523282	02/12/2019 - 15/12/2019 (Fortnightly)
Total:										542.187698	542.187698	

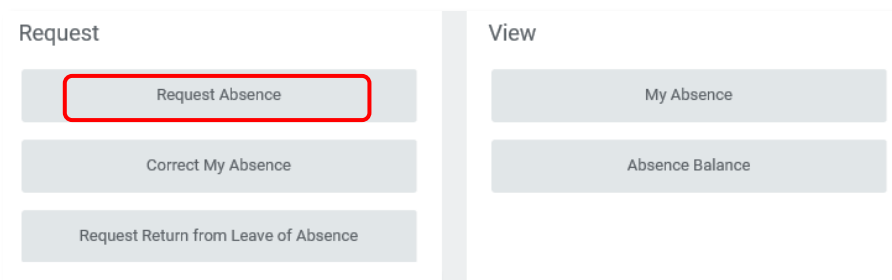
The column *Ending Period Balance* will show the balance of your chosen date.

2. Requesting an Absence

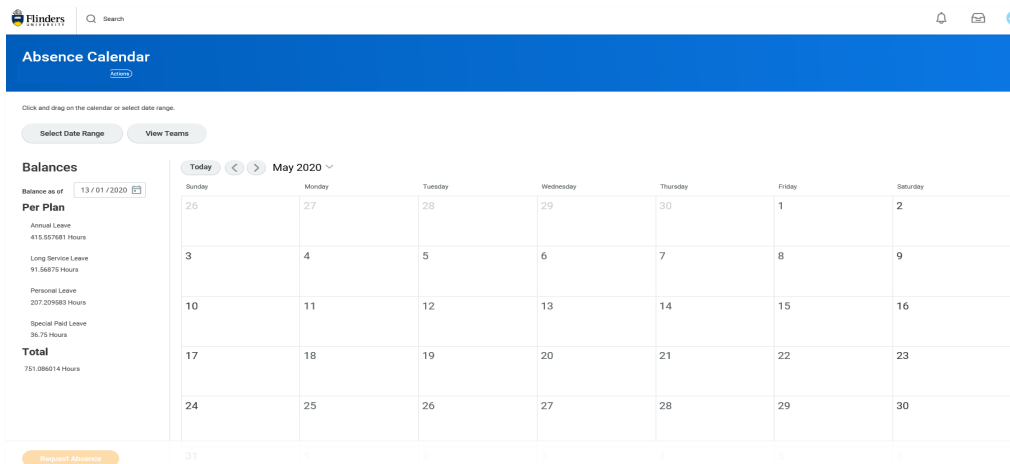
2.1 From the Workday home page, click the *Absence* application.



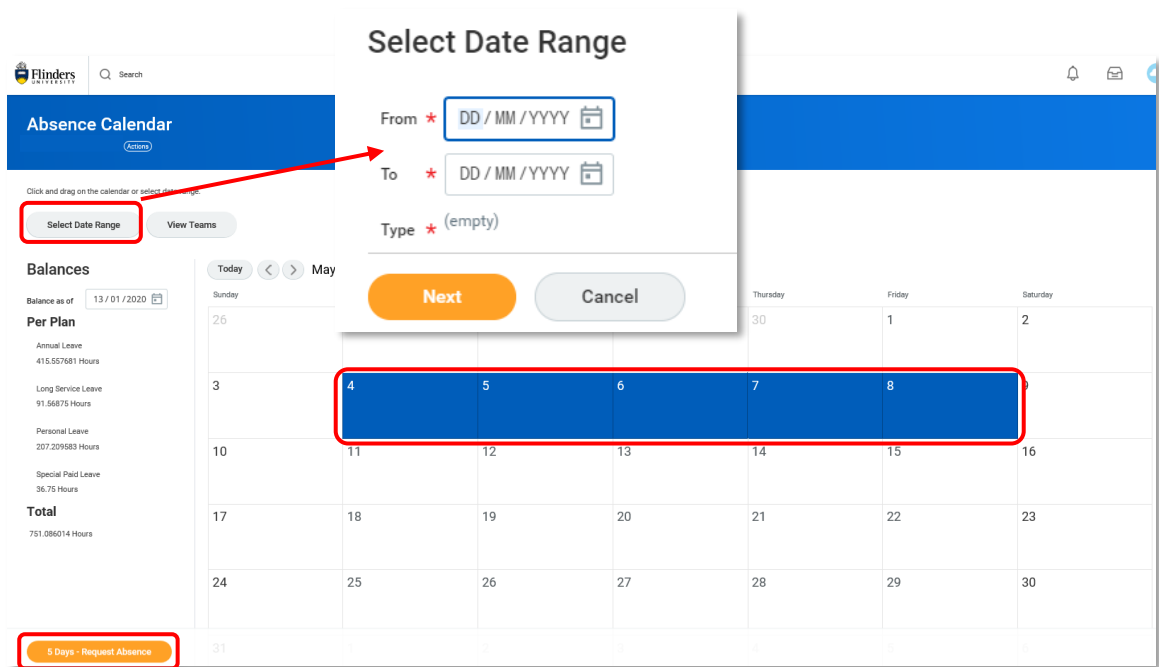
2.2 Click *Request Absence*.



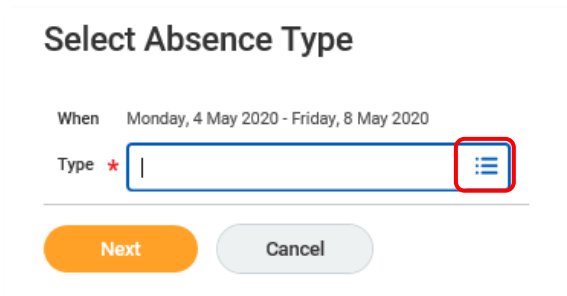
2.3 Your Absence Calendar appears.



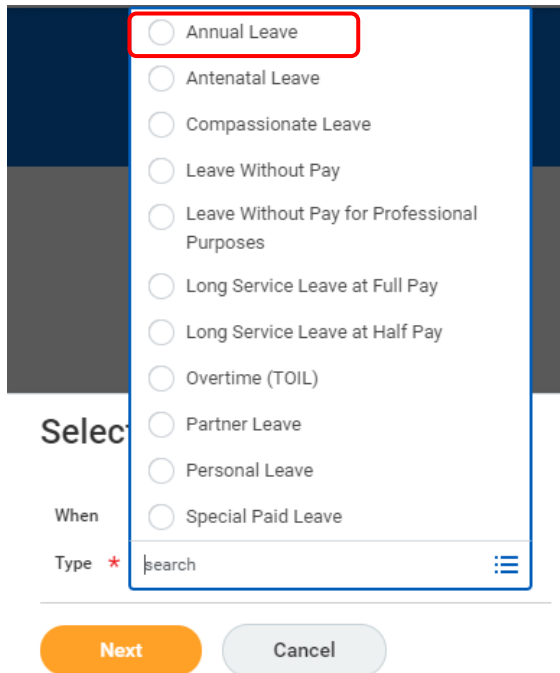
2.4 Use your mouse to highlight the days you wish to book an absence for. Check the number of days are correct, then select *Request Absence*. Alternatively, for longer periods of absence, you can click *Select Date Range* and *Next*.



2.5 Click into Absence type and select the type of absence you are booking



2.6 Click in the *Absence Type* box and select the required option for your request. i.e. *Annual Leave*.



Annual Leave
 Antenatal Leave
 Compassionate Leave
 Leave Without Pay
 Leave Without Pay for Professional Purposes
 Long Service Leave at Full Pay
 Long Service Leave at Half Pay
 Overtime (TOIL)
 Partner Leave
 Personal Leave
 Special Paid Leave

Select Absence Type

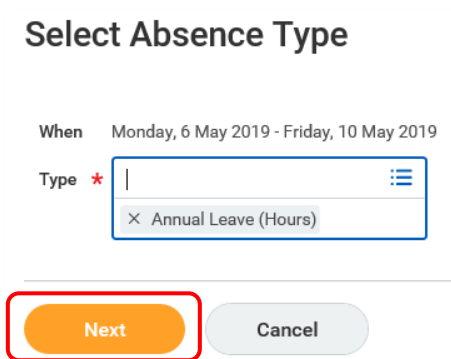
When Monday, 6 May 2019 - Friday, 10 May 2019

Type * search

Next Cancel

Please note: Some leave types (like antenatal leave for example) require documentation to support your request. This documentation will vary depending upon the type of leave required. Please check with your supervisor or P&C Employment Services for your requirements.

2.7 Click *Next*.



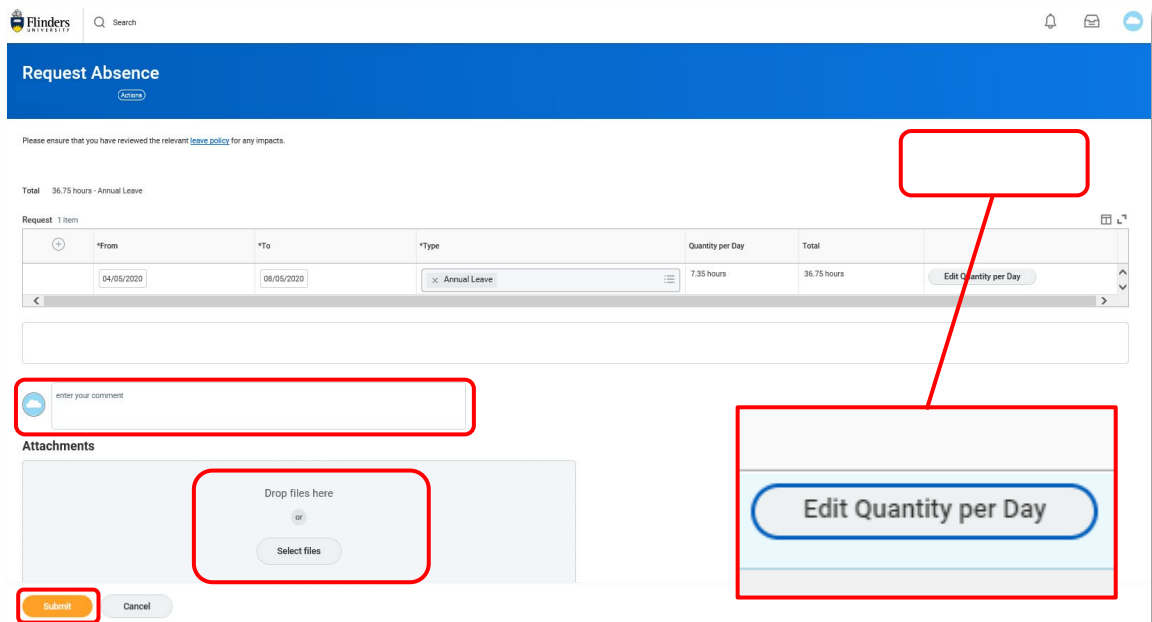
Select Absence Type

When Monday, 6 May 2019 - Friday, 10 May 2019

Type * Annual Leave (Hours)

Next Cancel

2.8 Check your request information is correct and enter any *comments* / or attach documentation as may be appropriate. In the “Details for Annual Leave” field, select “other”.



Request Absence

Please ensure that you have reviewed the relevant [leave policy](#) for any impacts.

Total 36.75 hours - Annual Leave

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	04/05/2020	08/05/2020	Annual Leave	7.35 hours	36.75 hours	Edit Quantity per Day

enter your comment

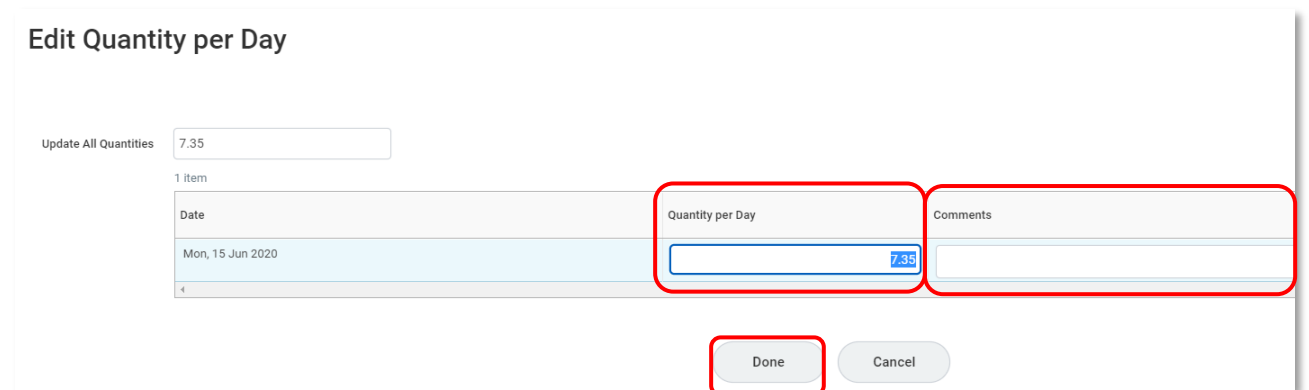
Attachments

Drop files here
or
[Select files](#)

[Submit](#) [Cancel](#)

Please note the *Edit Quantity per Day* option. This is to be used if you would like to specify part day leave. Once selected, you can adjust the hours per day in the relevant row. Be sure to change the amount into decimal (e.g. 3.25 = 3hrs and 15 mins, 3.50 = 3hrs and 30 mins, 3.75 = 3hrs and 45 mins, Add a *comment* also if required and click *Done*

Edit Quantity per Day



Update All Quantities 7.35

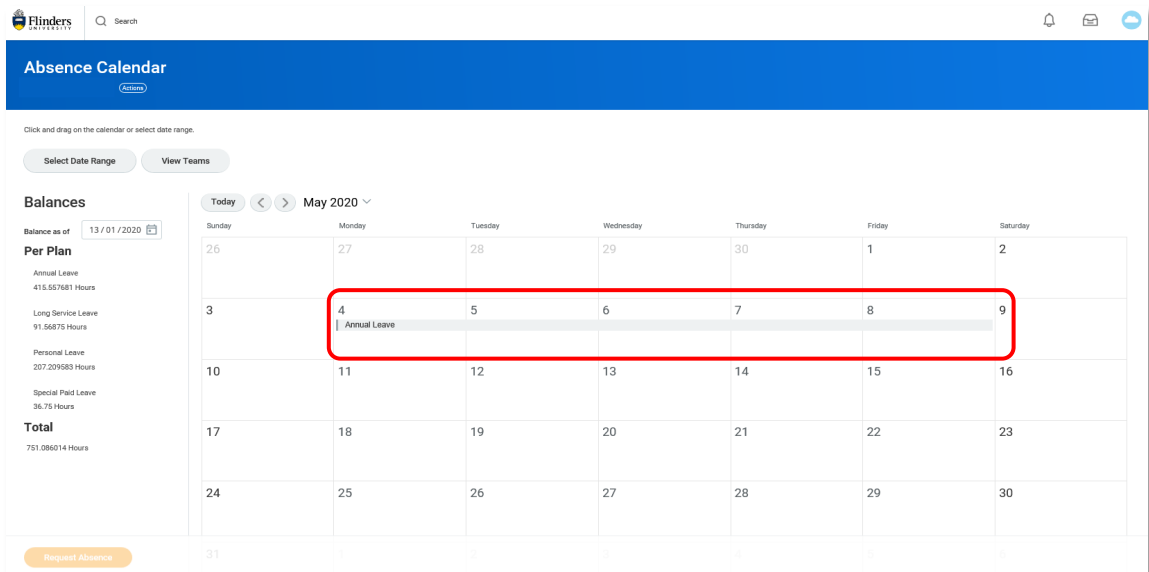
1 item

Date	Quantity per Day	Comments
Mon, 15 Jun 2020	7.35	

[Done](#) [Cancel](#)

2.9 When you are ready, click submit.

Your request will be sent to your supervisor for approval.
Your *Absence Calendar* will be updated with your requested leave.



Balances

Balance as of 13 / 01 / 2020

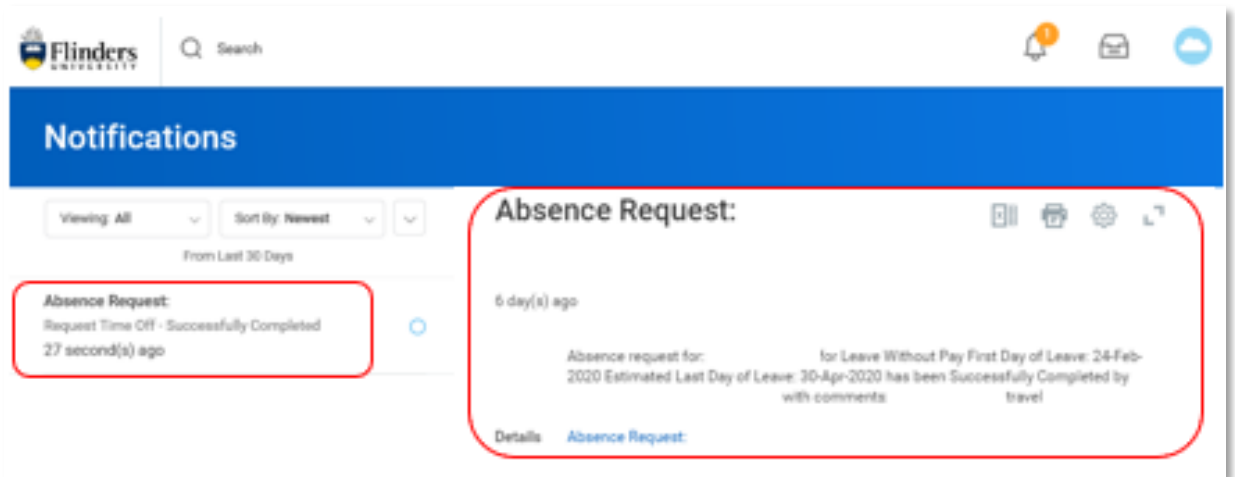
Per Plan	Hours
Annual Leave	415.557681 Hours
Long Service Leave	91.56675 Hours
Personal Leave	207.209583 Hours
Special Paid Leave	36.75 Hours
Total	751.086014 Hours

Once your absence request has been approved, you will receive a *notification* in Workday. If your supervisor has not approved your request or further information is required, you will receive either a notification of denial or an item in your Workday inbox requesting additional information.

To view your absence approval notification, click on the notification in the top right-hand side of the system.



Your Absence Request will appear in the list to the right and the details to the left as shown below.



The screenshot shows the Workday interface for Flinders University. At the top, there is a search bar and a notification bell icon. Below this is a blue header for 'Notifications'. Underneath, there are filters for 'Viewing All' and 'Sort By: Newest'. The main content area displays a notification titled 'Absence Request:' with a timestamp of '6 day(s) ago'. The notification text reads: 'Absence request for: for Leave Without Pay First Day of Leave: 24-Feb-2020 Estimated Last Day of Leave: 30-Apr-2020 has been Successfully Completed by with comments travel'. There are icons for details, print, settings, and share. A red box highlights the notification content.

Leave Without Pay

For any **Leave without pay** requests, please be aware that the end date falls on a Friday your leave is required to be booked up to and including Sunday. However, if the Monday following the Sunday is a public holiday, your leave without pay should be booked up to and including the Monday.

Please see your supervisor or contact P&C Employment Services if you have any queries.

If you visit your *Absence Calendar*, you will also notice that any approved leave will have a green tick and bar to the left of the date range

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30	1
3	4 Annual Leave	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31	1	2	3	4	5

Balances

Balance as of 13 / 01 / 2020

Per Plan	Hours
Annual Leave	415.557681 Hours
Long Service Leave	91.56875 Hours
Personal Leave	207.209583 Hours
Special Paid Leave	36.75 Hours
Total	751.086014 Hours

To find your *Absence Calendar*, go to your *Related Actions*, *Time and Leave*, *View My Calendar*

- Actions
- Business Process >
- Compensation >
- Job Change >
- Manage Work >
- Payroll >
- Personal Data >
- Talent >
- Time and Leave >

- Submit Time
- View My Calendar
- Request Absence
- View Time Off
- Overtime Requests
- My Schedule
- Add Time Clock Event
- View Time Off Balance
- View Time Off Results by Period
- View Carryover Balances
- Request Return from Leave of Absence
- My Schedule History

Please note the following types of leave are still to be completed by a form and sent through to People and Culture Employment Services 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