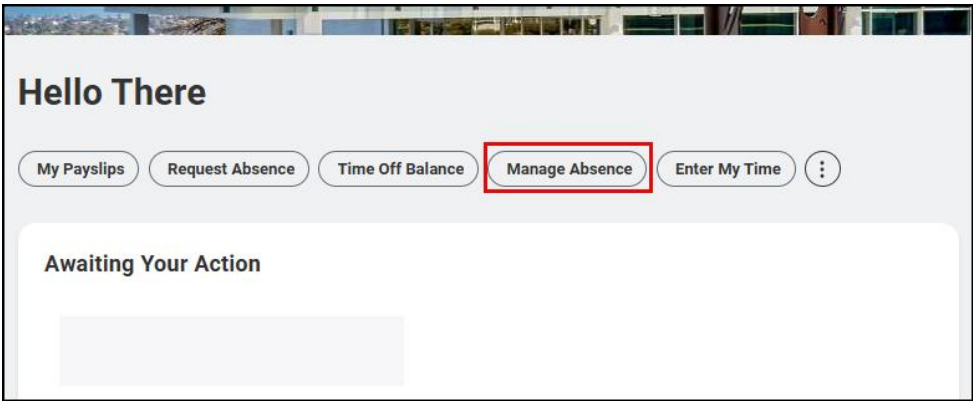


This guide explains how to **cancel a pending leave booking** and how to **amend or delete an approved leave booking** in Workday.

1. **Open Manage Absence**

- From the home page, select **Manage Absence**.

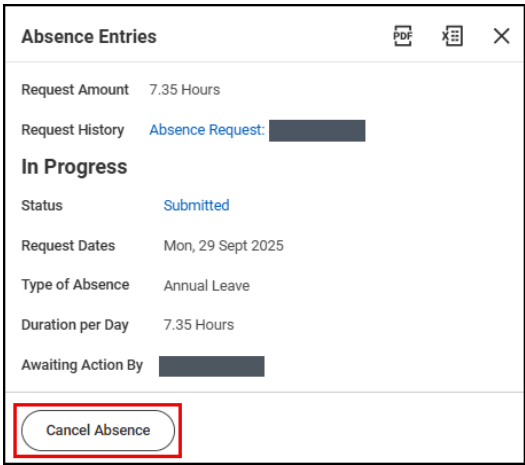
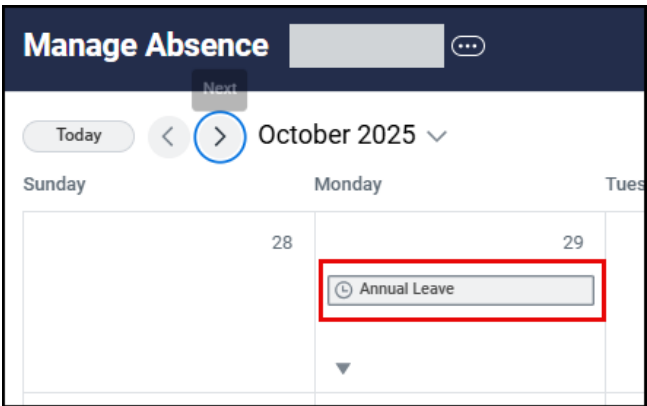


2. **Navigate the Calendar**

- You will be taken to your **Absence Calendar**.
- Use the arrows next to the month to cycle through months and find the applicable leave request.

3. **Cancel a Pending Request**

- Pending requests appear in **grey**.
- Click the request, then select **Cancel Absence** in the Absence Entries pop-up window.
- Add any relevant comment and click **OK**.
- The booking will be cancelled and removed from your calendar.
- Note:* To edit the hours of an unapproved leave request, you must cancel the request and submit a new one.



4. Delete an Approved Request

- Approved requests appear in **green**.
- Click the request, then select **Cancel Absence**.
- Add any relevant comments or attach supporting documentation (if required), then click **OK**.
- *Note: for multi-day bookings this will delete the entire request.*

Manage Absence

Today < > August 2025

Sunday

Monday

Tuesday

27

28

29

Personal Leave

Absence Entries

Request Amount 3 Hours

Request History Absence Request:

Approved

Status Approved

Request Dates Tue, 29 July 2025

Type of Absence Personal Leave

Duration per Day 3 Hours

Reason Sick Leave

Cancel Absence Edit

5. Amend an Approved Request

- For approved requests (green), select the request, then click **Edit > Edit Individual Days**.
- To update hours, overwrite the value in the **Hours (Daily)** field .
- To change the leave type, update the **Type of Absence** field.
 - *Tip:* For multi-day bookings, you can delete individual days without cancelling the entire booking. Select **Edit Individual Days**, locate the day you wish to change, and select **Delete**.

Edit Absence

For

Instructional Information

Reason Annual Leave

Hours (Daily) 7.35

Edit Individual Days

Comment

Total Request Amount: 66.15 Hours

Cancel Submit Request

Edit Absence

Instructional Information

Total Request Amount: 66.15 Hours

Tue, 22 Apr

Annual Leave • 7.35 Hours (Daily)

Wed, 23 Apr

Annual Leave • 7.35 Hours (Daily)

Thu, 24 Apr

Annual Leave • 7.35 Hours (Daily)

Tue, 22 Apr

Type of Absence* Annual Leave

Reason Annual Leave

Hours (Daily) 7.35

Comment

Cancel Submit Request

V.2 9.25

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6. Submit Changes

- After making your changes, select **Submit Request**.
- Your amendment will be sent to your supervisor for approval.
- Once approved, you will receive a Workday **Notification** and your Absence Calendar will be updated.
- If not approved or if further information is required, an **Inbox task** will be sent to you with your supervisor's comments. The request will appear in orange in your Absence Calendar.

