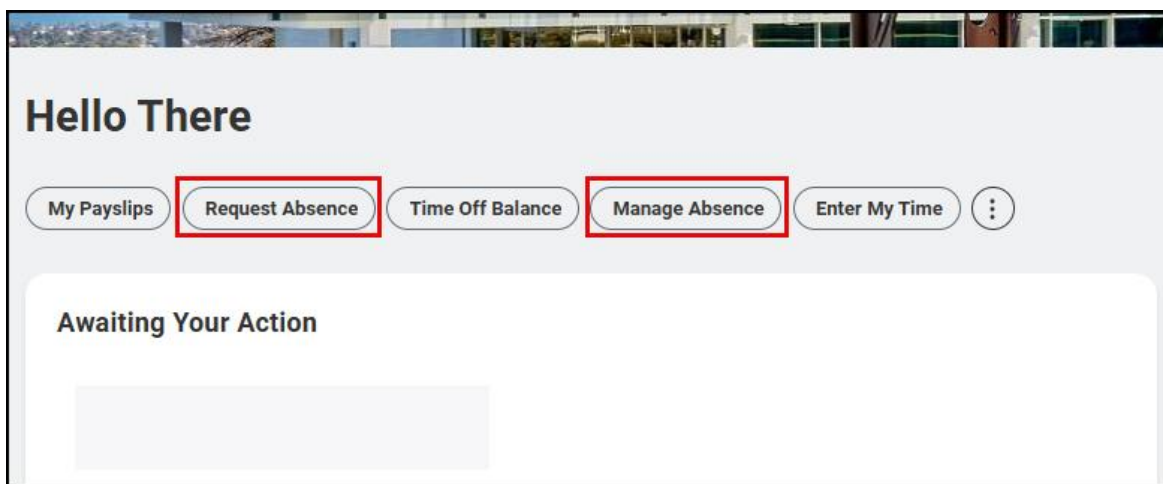


This guide explains how to enter and submit **standard leave requests** in Workday.
Noting Non-Standard Leave Requests (e.g. Parental Leave) are via Service One.

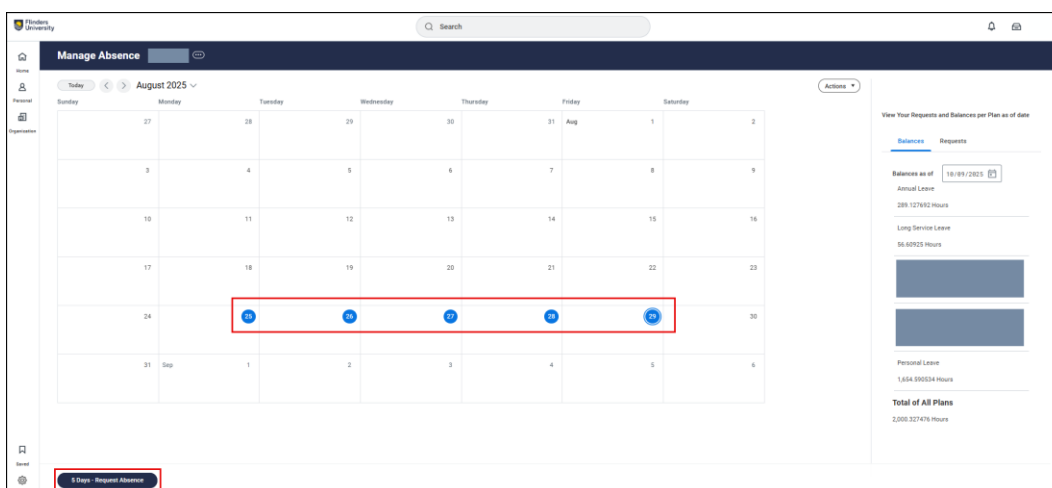
1. Access the Absence Calendar

- From the **Workday home page**, select **Manage Absence**.
- This will open your absence calendar, showing your available leave balances and recent requests on the right-hand side of the screen.
*(Tip: You can also use the **Request Absence** quick action for a pop-up calendar, but in this guide, we will use the full Manage Absence path.)*



2. Select Leave Dates

- On the calendar, click the day or days you wish to request leave for.
- Then select the **Request Absence** button in the bottom left corner.



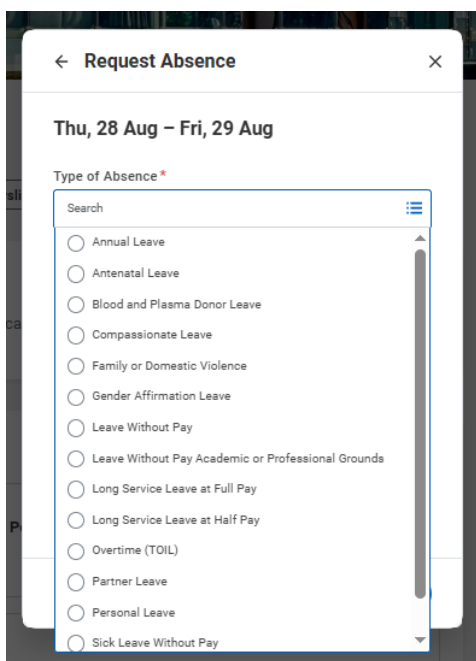
3. Choose Absence Type

- In the **Type of Absence** field, select the appropriate leave category (e.g., *Personal Leave*).

 **Some leave types (such as antenatal leave) require supporting documentation. Requirements vary by type of leave—check with your supervisor or People & Culture (Business Partnering) for details.**

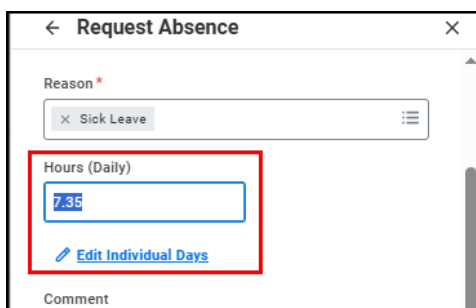
4. Provide a Reason

- Select the applicable option in the **Reason** field.



5. Confirm or Adjust Hours

- Check that the system has populated the correct number of hours.
- To request less than a full day, simply overwrite the hours (e.g., change 7.35 to 4).
- For multi-day bookings, you can adjust specific days by selecting **Edit Individual Days**, then updating the relevant date.



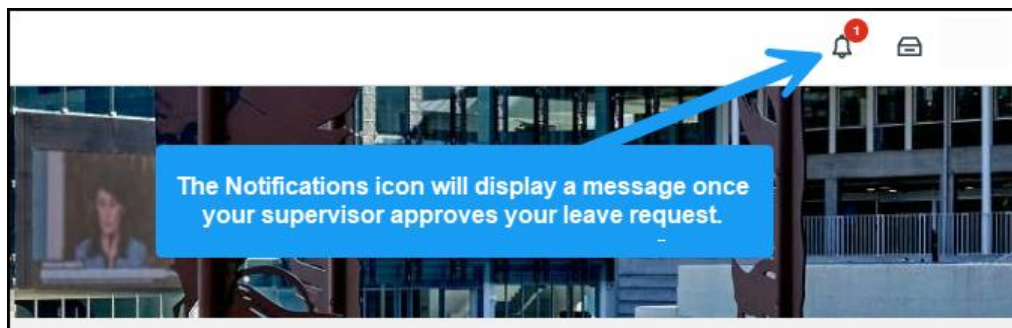
6. Submit the Request

- Click **Submit Request**.
- Your request will be routed to your supervisor for approval.
- The requested leave days will appear in **grey** on your absence calendar.

(Optional: You may add a brief comment for your supervisor before submitting.)

7. Monitor Approval Status

- Once approved, you will receive a **notification** in Workday and the request will appear in **green** on your absence calendar.



- If declined, the request will return to your **Inbox** with your supervisor's comments and appear orange on your absence calendar. You may then amend and resubmit as required.

