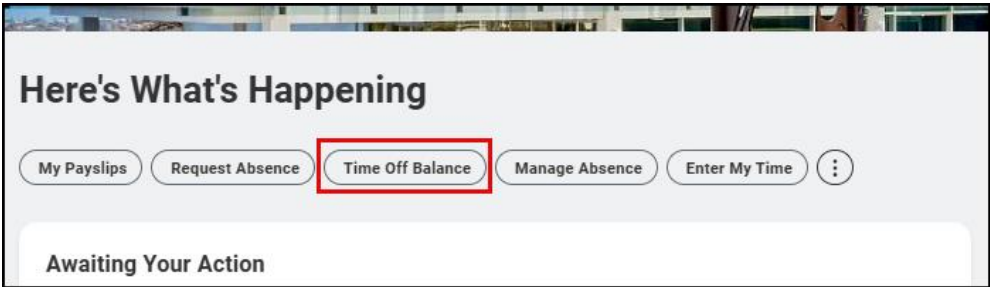


This guide explains how to view your leave balances and requests in Workday. It covers accessing your balances, using the Absence Calendar for a visual overview, and reviewing your full leave history.

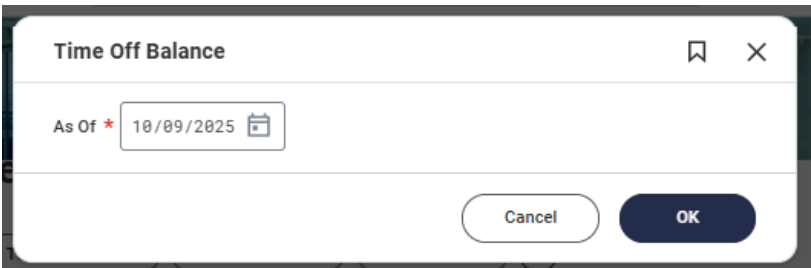
1. Access Time Off Balance

- From the **Workday home page**, select **Time Off Balance**.



2. Enter Date

- Specify the **As Of** date and click **Ok**.



3. View Balances

- Your leave balances will appear in a detailed table for the selected date.
- The **Balance as Of Date** column shows your leave balance for that date.
 - Tip: You can enter a future date to see projected balances.*

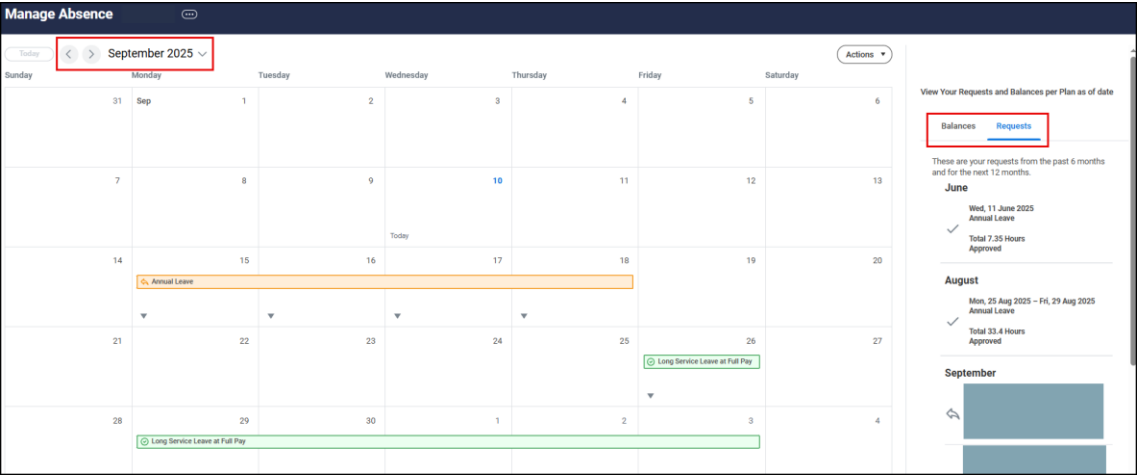
Time Off Balance												
Balance As Of Date 10/09/2025												
Absence Plan	Unit of Time	Position	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued In Period	Absence Paid In Period	Carryover Forfeited In Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)
Annual Leave	Hours		272.181		16.961538	33.4	255.727692	0	0	0	255.727692	255.727692
Total:											255.727692	255.727692
Long Service Leave	Hours		52.628		3.98125	0	56.60925	0	0	0	56.60925	56.60925
Total:											56.60925	56.60925
Overtime (TOIL)	Hours		0	0	0	0	0	0	0	0	0	0
Total:											0	0
Personal Leave	Hours		1641.905		12.686301	0	1654.590534	0	0	0	1654.590534	1654.590534
Total:											1654.590534	1654.590534

4. Use Absence Calendar

- From the home page, select **Manage Absence**.
- Your Absence Calendar will open, with balances and leave requests displayed on the right-hand side of the screen.

Note: Only requests from the past 6 months and the next 12 months are displayed here.

• *Tip: You can use the calendar itself for an easy visual of your leave requests—pending leave shows in grey, approved leave in green, and sent back requests in orange. Use the arrows to cycle through months.*



5. View Full Leave History

- Click your **profile picture** in the top-right corner and select **View Profile**.
- From the left-hand menu, select **Absence**.
- This page displays all leave requests, current balances, and provides access to the Absence Calendar.

