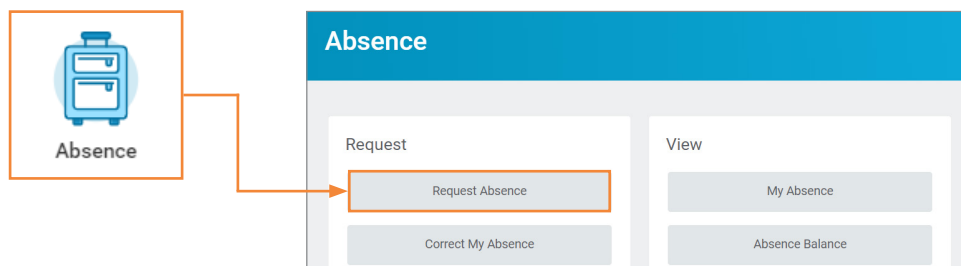


In Workday, you must request an absence, if you want to get paid for up to 16 hours of Volunteer Paid Time Off (VPTO) a year. Follow the steps below to request VPTO or click the PLAY button on the right to watch a video of the process.



1. From your **Workday** home page, click the **Absence** application. Under the **Request** column, click **Request Absence**.



2. Click on up to **2 day(s)** on the calendar you want to request. To select multiple days, you can either:
  - **Click and drag**
  - **Click** on **each day** individually
  - **Click** the **Select Date Range** button and enter **range**
3. Click the **Request Absence** button when you have selected the day(s) you want.

### Absence Calendar

Kerry Kennedy [Actions](#)

Click and drag on the calendar or select date range.

Select Date Range View Teams

#### Balances

Balance as of 04 / 04 / 2019

Per Plan

PTO 89.49 Hours

PTO Bank 12 Hours

Sick Bank 24 Hours

Total 0 Days 125.49 Hours

Today < > May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	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 Memorial Day	28	29	30	31	1

1 Day - Request Absence

4. Use the **Prompt** icon to select the **Absence Type**, then click **Next**. **Note:** Click on **Time Off** and then select the **Volunteer Time** option.

**Select Absence Type**

When: Wednesday, May 22, 2019

Type:

**Next** **Cancel**

Time Off >

Leave of Absence >

Occupational Injury >

☐ Bereavement

☐ Early Closure

☐ Jury Duty

☐ PTO

☐ PTO Bank

☐ Sick Bank

☐ Unpaid

☐ **Volunteer Time**

☐ Voting

☐ Weather/Disaster

5. The daily hours will default into the **Quantity per Day** field. If necessary, you can change the number of hours by clicking the **Edit Quantity per Day** button. Select a **reason** for the absence, whether it was a **Scheduled** or an **Unscheduled** absence. When ready, click **Submit**.

**Request Absence**

Kerry Kennedy **Actions**

- If you are requesting Volunteer Time or Bereavement, you may need to provide documentation.
- If you are requesting Jury Duty, you will need to provide a copy of the summons to your direct leader by the reporting date.
- You may attach the documentation to this request or provide to your direct leader.

Total 8 hours - PTO

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	05 / 24 / 2019	05 / 24 / 2019	X PTO	8 hours	8 hours	<b>Edit Quantity per ...</b>

**Details for: PTO**

Reason

☐ Scheduled

☐ Unscheduled

**Attachments**

Drop files here

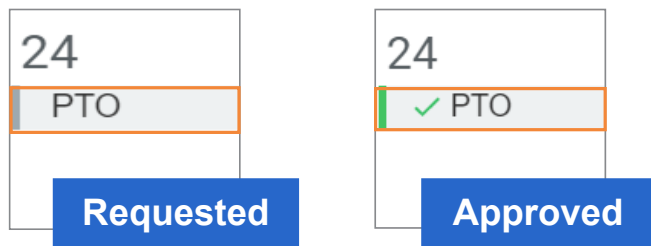
or

**Select files**

**Note:** Please attach supporting documentation. If you do not attach, the request may be sent back to you and the process can be delayed until it is provided.

**Submit** **Cancel**

6. Your absence request will route to your Direct Leader for approval. The time you requested will show in **gray** on your calendar. Once approved, a **green checkmark** will display.



7. Employees will receive a notification in **Workday** once the request has been approved or denied. Click the **Notification** icon to access the details of the notification.

