

SOP Frontline Absence Request



MAKING HEALTHCARE SAFER
SOINS DE SANTÉ PLUS SÉCURITAIRES

A guide on requesting
an absence in Workday

out
of
office

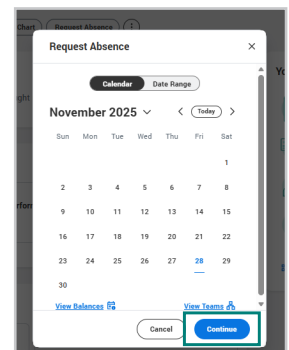
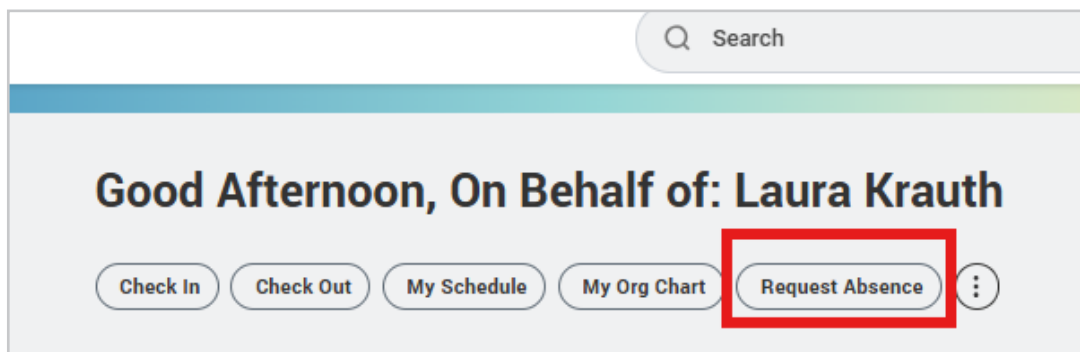


How to Request Time Off

When you log into workday from your phone or web browser, you will see under your name on the home screen **“Request Absence”**.

1 Click on **“Request Absence”**.

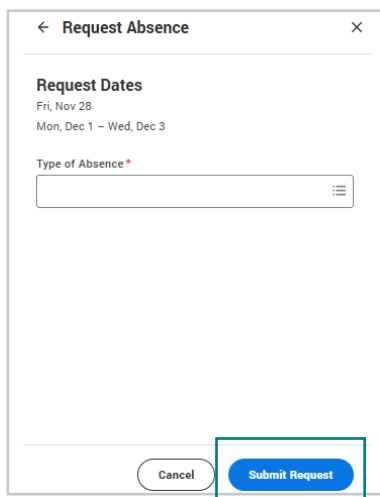
a) A **calendar** will appear where you can select the date you would like to request off and view balances. Once you select your date or multiple dates click **“continue”**.



2 Select your **“Type of Absence”**.

a) **“CAN Vacation”** or **“Personal Time”**.

b) Select **“Submit Request”**.



3 The request will go to your **manager for approval**.