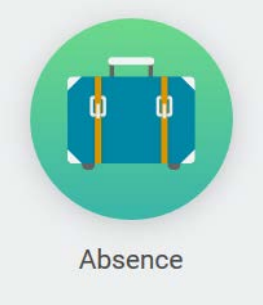
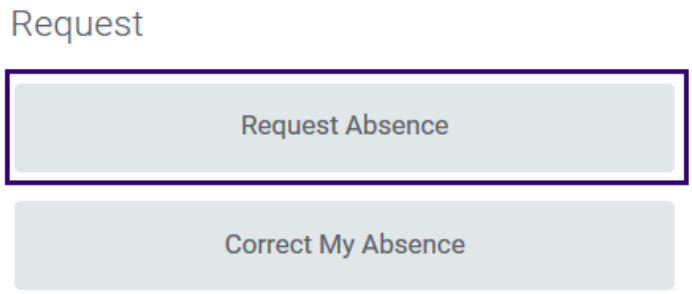
WORKDAY QUICK GUIDE

REQUEST TIME OFF

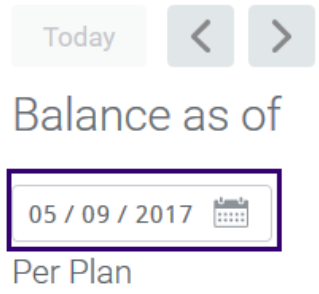
1. Select the **Absence** Worklet.



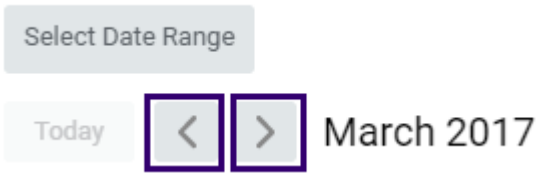
2. Select **Request Absence**.



3. Set the **Balance as of** date to the **last day** of the absence you are requesting.

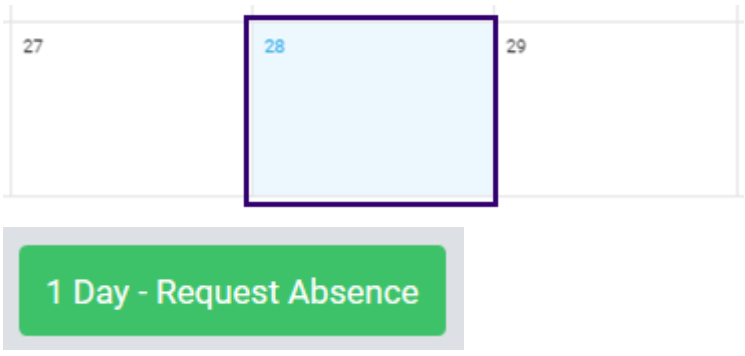


4. Find the month you want to take off.



5. Select the day(s) you want to request off.

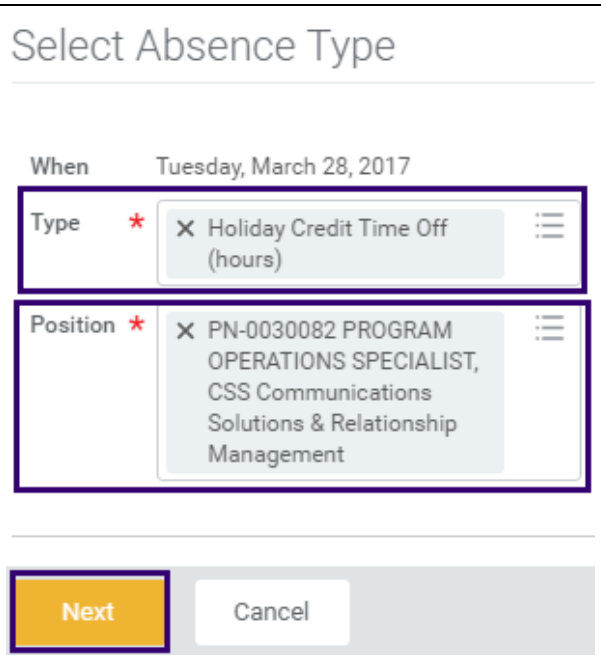
6. Select **Request Absence**.



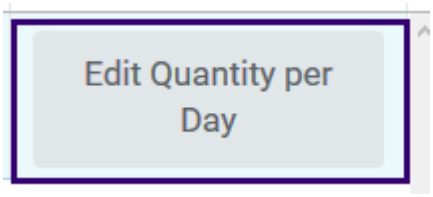
7. Enter the **Type** of absence you want to take. You must use up your absence **Type** in the following order:
    - Holiday Credit Time Off
    - Discretionary (Awarded) Time Off
    - Vacation Time Off
    - Other Paid Time Off
    - Unpaid Time Off

8. If you have more than one position, choose the **Position** you want to use for the time-off request.

9. Select **Next**.

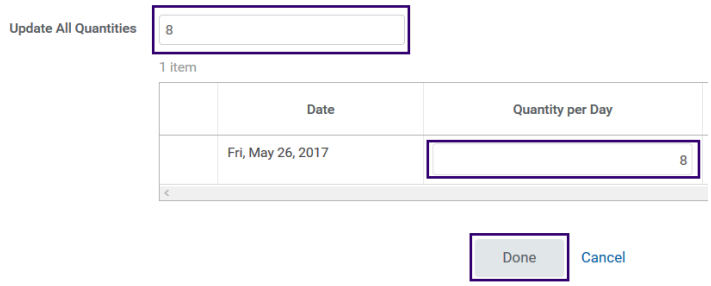


10. Select **Edit Quantity per Day**.

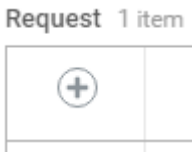
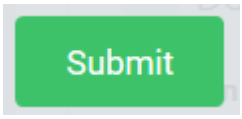


11. In **Quantity per Day**, enter the number of hours you want to take off each day.

12. Select **Done**.



13. To add another time-off request, select **Plus** (**+**), and repeat steps 4–12.



14. Select **Submit**.