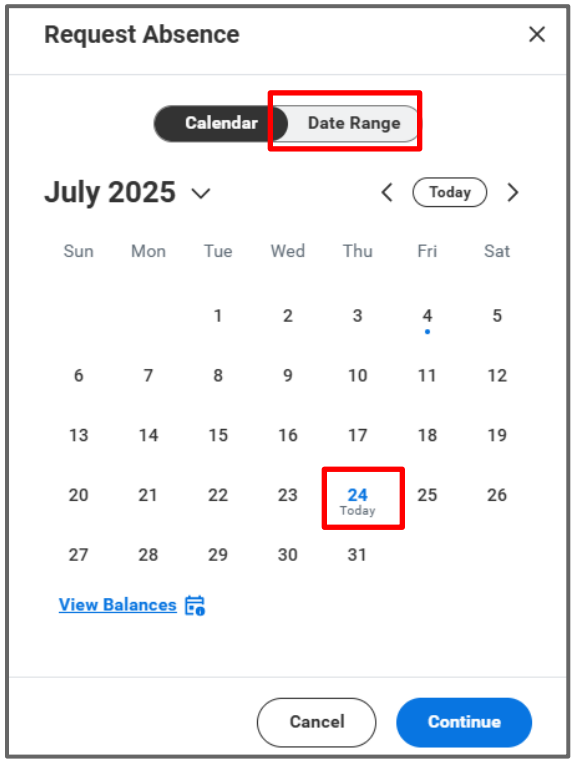
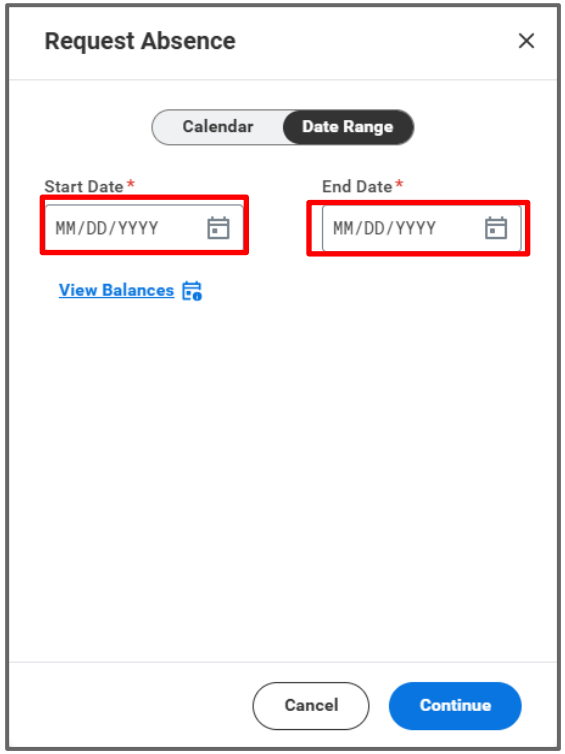
HOW TO SUBMIT TIME OFF AND LEAVE OF ABSENCE REQUESTS

1. The Absence application can be accessed either by clicking on the main menu on the top left of your WD home page or by clicking View All Apps under the Top Apps section.

2. Click the Absence app and then click **Request Absence** under the Request column. The micro calendar displays.
3. Click on the day(s) you wish to take time off or use the **Date Range** option to select multiple days. Click on a selected day to deselect it.





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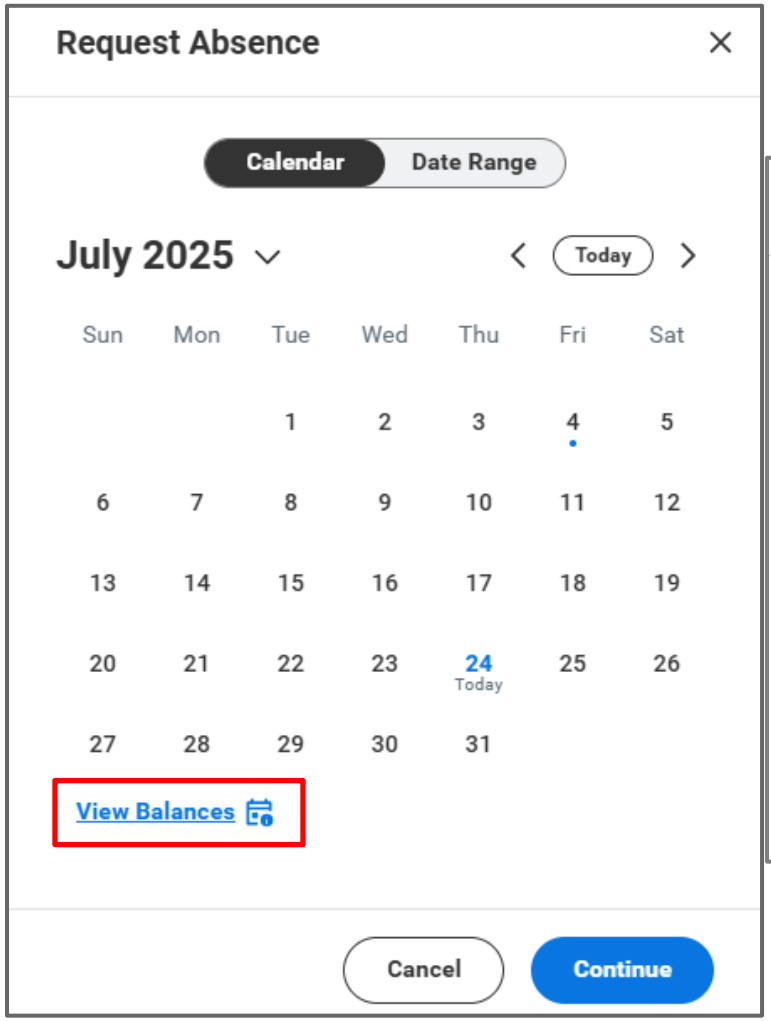
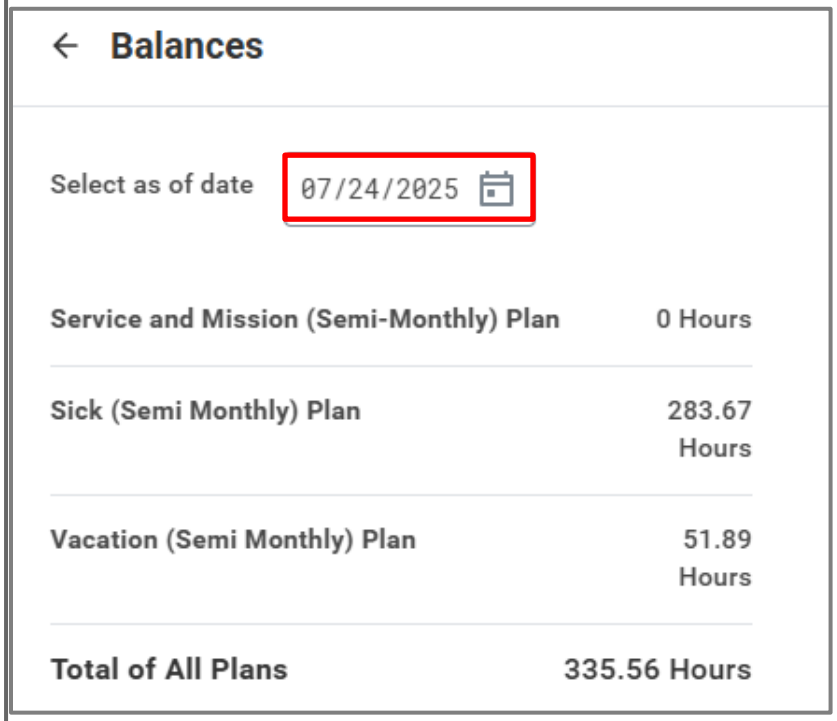
4. You may also view your time off balances by clicking the **View Balances** link. You can choose a date in the future to determine your balances before requesting time off. The default display is as of "today's" date. Choose a different date by clicking on the calendar icon. You will only see balances for the types of time off for which you are eligible.





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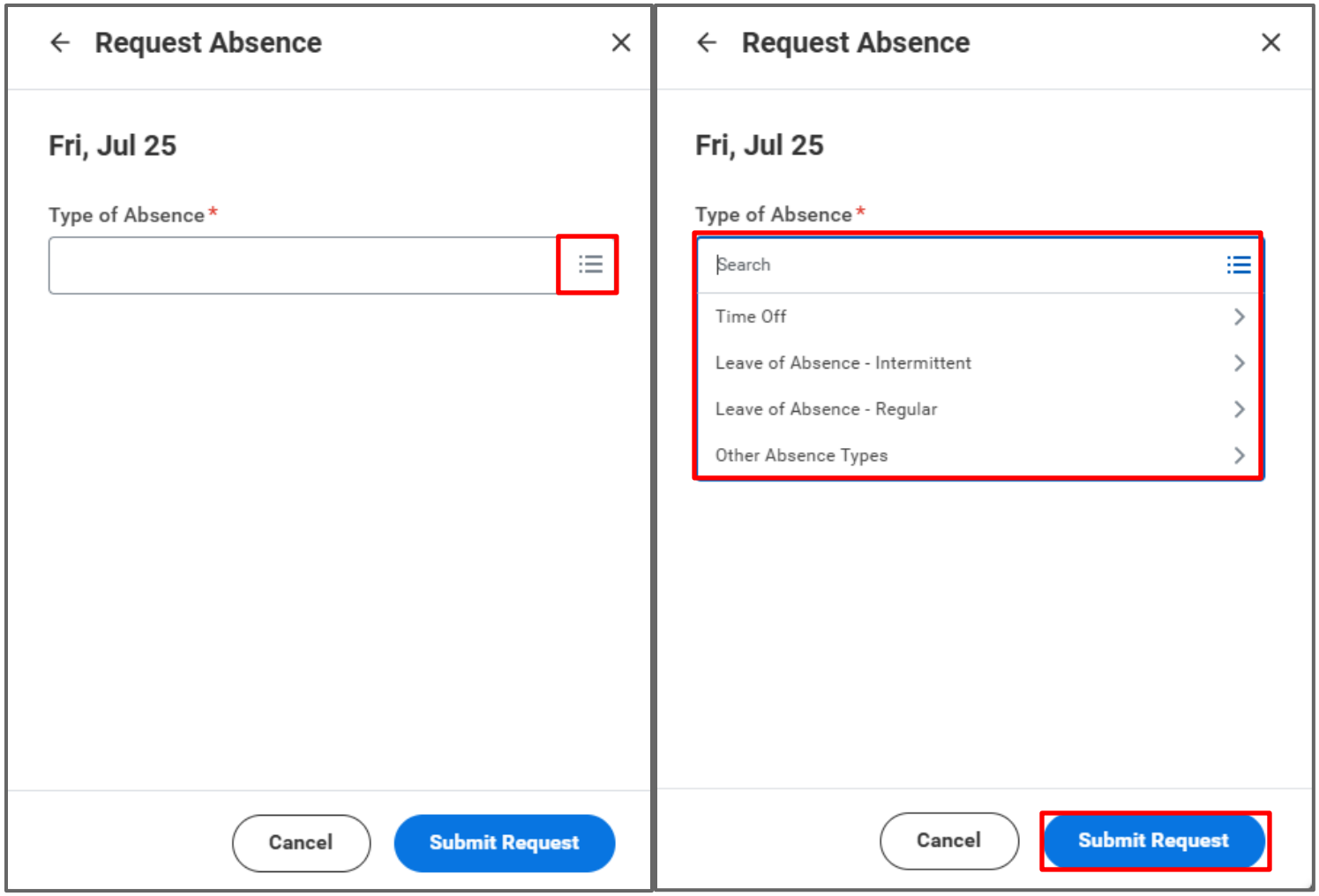
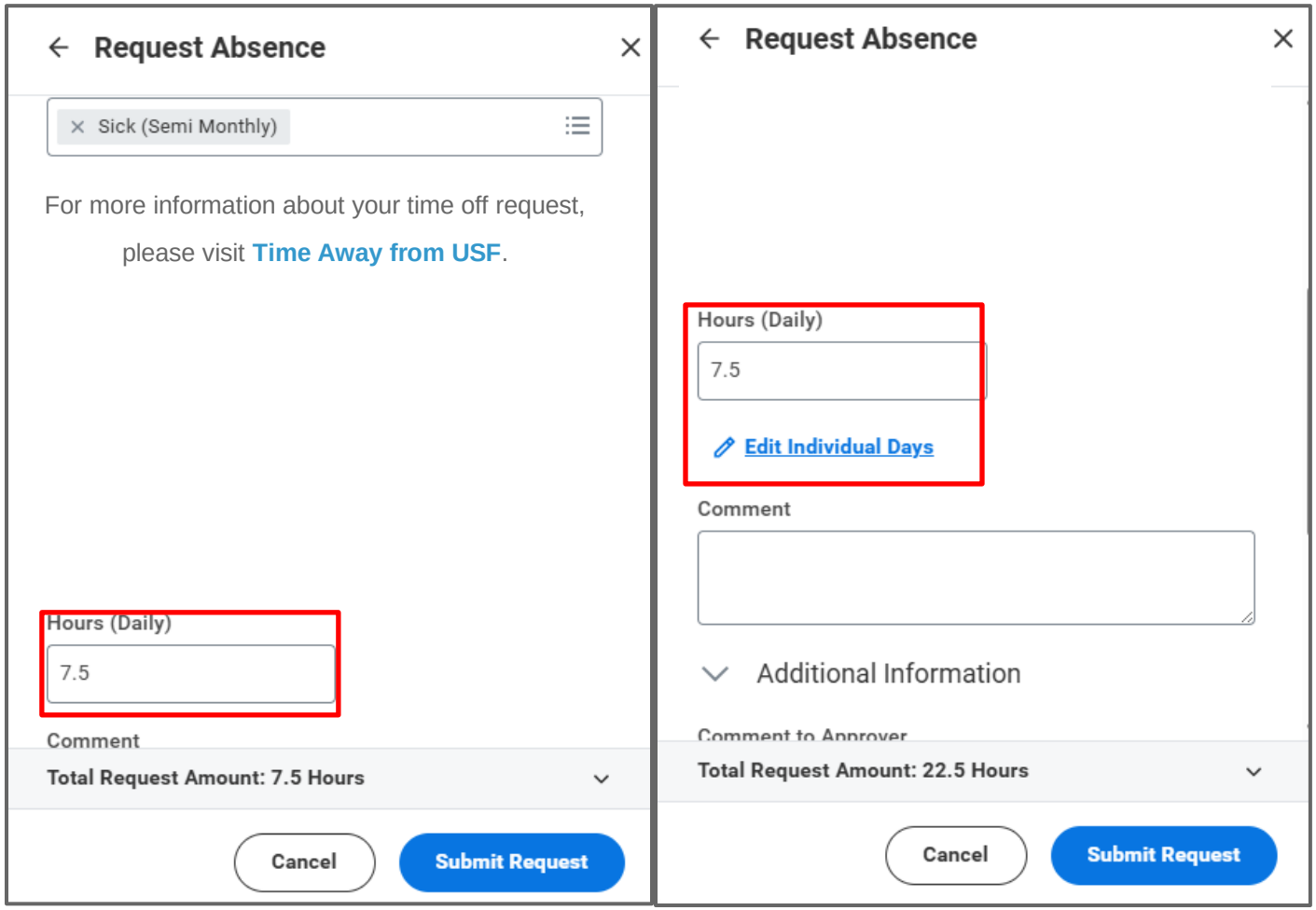
5. Click **Continue** once you have selected your date(s)
6. Select the **Type of Absence** requested. Your options will include both time off and leaves of absence types. You will only see the time off options for which you are eligible. Click on the type of absence you are requesting to make a detailed selection.



7. Click **Submit Request**.

8. Your regular hours of 7.5 or 8.0 will be pre-populated for each requested day. You can edit the number of hours for a single day request by clicking in the Hours (Daily) box. Edit a multiple day request by clicking the **Edit Individual Days** option to change the Quantity per Day.



9. Click **Submit Request** when done**.**

10. **Note:** You may include any appropriate supporting documents by dragging them to the **Attachments** field or clicking **Select files**. Once the file is downloaded, select **Time Off** from the **Category** dropdown. ***Jury duty and Service and Mission requests require documentation.***

11. Your request will then be sent for Manager Approval. You can view the status of your request at any time by returning to **Manage Absence.**

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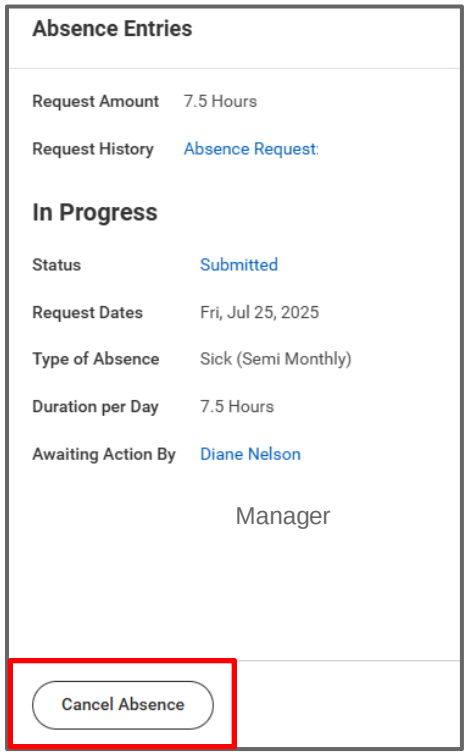
HOW TO MODIFY OR CANCEL A SUBMITTED TIME OFF OR LEAVE REQUEST

Submitted time off/leave requests that have not yet been approved can be cancelled without requiring a manager's approval. If the request has already been approved, your cancellation of the request will require manager approval.

From the Absence application:

1. Click **Manage Absence** which will take you to the unified absence calendar.
2. Click the time off or leave of absence entry on the calendar.
3. Click **Cancel Absence.** If the time off or leave request has not been approved, you can cancel without manager approval but will be required to include a comment in order to cancel the absence.



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TIME OFF REPORTING: TIME OFF RESULTS BY PERIOD

Time Off Results by Period:

1. Enter **Time Off Results by Period** in the search bar in USFWorks.
2. Select the time off plan(s) and pay period.
3. The report will provide information for time off accruals, usage, and balances for the selected pay period(s). This report can be run for one pay period, multiple pay periods and across calendar years.
4. A prompt will ask whether you want to be notified later when the report is ready. If you click **Notify Me Later**, a notification will appear under the bell icon when the report is finished running.

Click on the **Excel spreadsheet icon** to download the report.

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