

ABSENCE: Requesting Time Off

In Workday, a Time Off Plan is a short-term absence away from work. The following steps are intended to show you how to submit your request for time off. Once submitted, your request will be routed to your manager for approval. If you have questions or need additional information, please contact the Benefits and Wellness Office at 410-617-1365. If you need to request FMLA, please refer to the Requesting FMLA Job Aid.

1. Log into [Inside.Loyola](#) and click the **Workday** icon.



2. On your Home page, click the **Absence** icon.



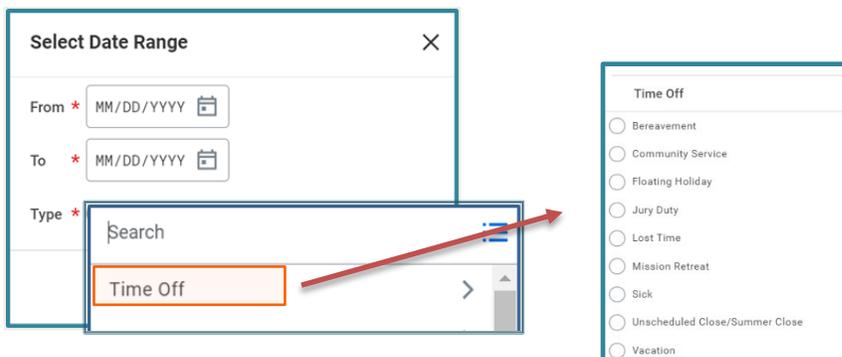
3. On the Absence Worklet, click **Request Absence**.



4. On the Absence Calendar, click **Select Date Range**.

Select the start (**From**) and end (**To**) dates of your request.

For **Type**, click **Time Off**. You will see a list of your Time Off plans. Select a plan. Click **Next**.



Note: Only full-time Biweekly (hourly) employees will see the Personal Leave Time Off Plan.

6. Review the details of your absence. Some fields are optional. Fields with “ * ” must be filled in.

- Select a **Reason** for your leave
- **Select Files** to attach supporting documents
- Add **Comments**

7. Click **Submit** to complete your Time Off request. A notification will be sent to your manager for approval. To view your approved request, return back to the Absence Worklet (see step #3).

For assistance or additional information please contact the Benefits & Wellness Office at 410-617-1365 or humanresources@loyola.edu.