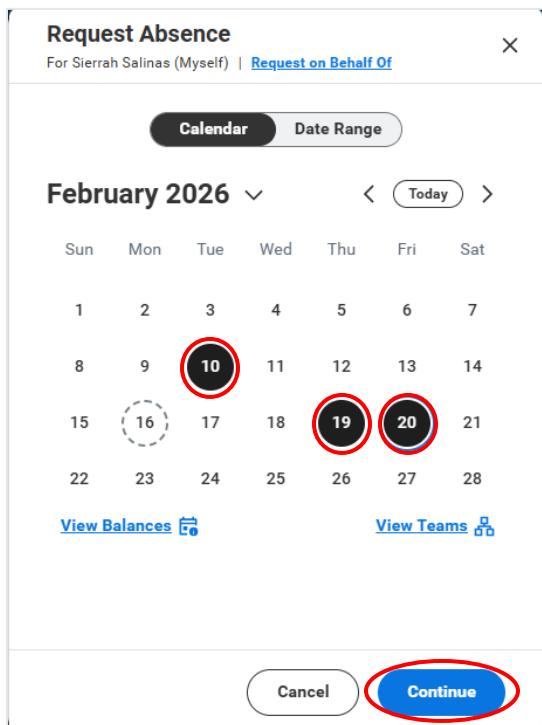


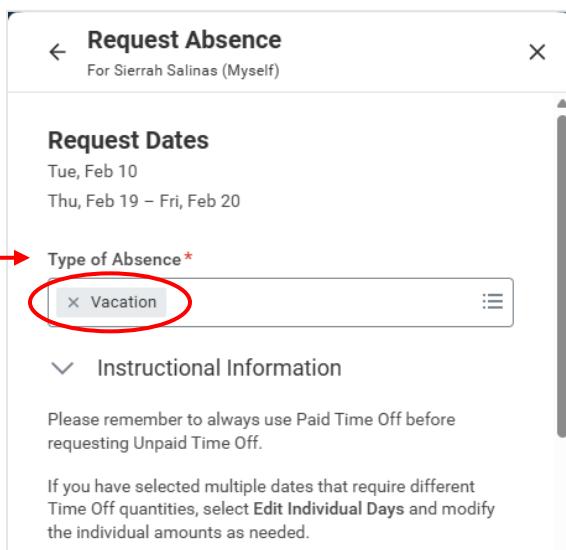
How to Request Leave (Vacation, Sick, Unpaid Time Off, etc.)

1. Login to SSO – Workday
2. Click on **Menu** in the upper left corner and choose **Request Absence** from the list.
3. Select the date(s) you would like to request off and click **Continue**.

**Please note, it is ok if the dates selected are for different types of leave.



4. For Type of Absence, choose **Vacation, Sick, Comp Time, or Unpaid Time Off**.



5. If each date selected will be for the same leave type and the same number of hours on each date, you can enter the number of hours and then click **Submit Request**.

Note: Some Types of Absences will require comments or additional selections.

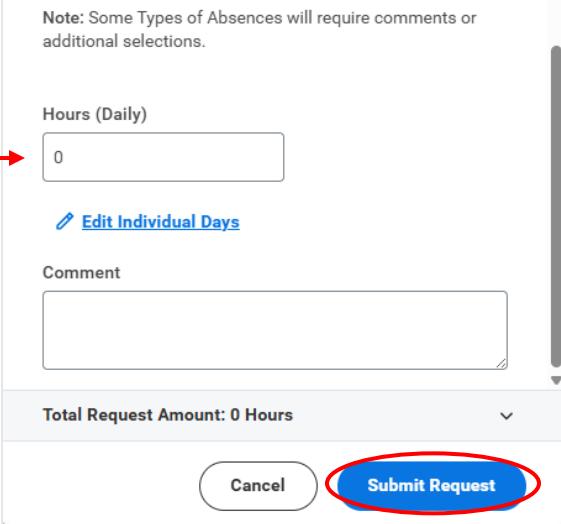
Hours (Daily)
0

[Edit Individual Days](#)

Comment

Total Request Amount: 0 Hours

[Cancel](#) [Submit Request](#)



6. If each date selected will be for a different leave type or a different number of hours, please click **Edit Individual Days**.

Note: Some Types of Absences will require comments or additional selections.

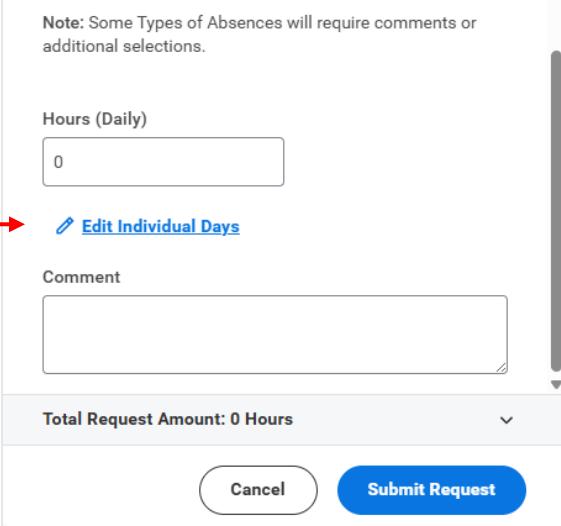
Hours (Daily)
0

[Edit Individual Days](#)

Comment

Total Request Amount: 0 Hours

[Cancel](#) [Submit Request](#)



7. The left side of the screen will allow you to select each date (highlighted blue) and the right side of the screen will allow you to choose the Type of Absence and enter the number of hours for that specific leave type.

Request Absence
For Sierrah Salinas (Myself)

Instructional Information

Please remember to always use Paid Time Off before requesting Unpaid Time Off.

If you have selected multiple dates that require different Time Off quantities, select **Edit Individual Days** and modify the individual amounts as needed.

Note: Some Types of Absences will require comments or additional selections.

Total Request Amount: 4 Hours

Tue, Feb 10
Vacation • 4 Hours (Daily)

Thu, Feb 19
Vacation • 0 Hours (Daily)

Date 02/10/2026 **Delete**

Type of Absence* Vacation

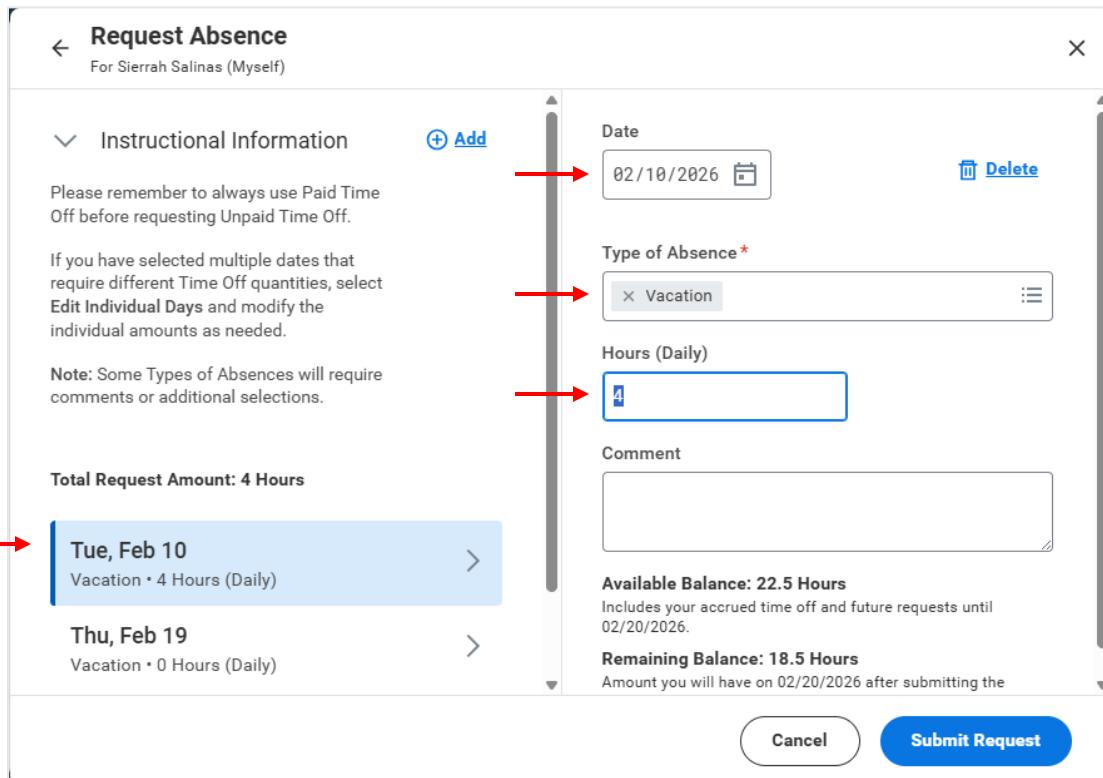
Hours (Daily) 4

Comment

Available Balance: 22.5 Hours
Includes your accrued time off and future requests until 02/20/2026.

Remaining Balance: 18.5 Hours
Amount you will have on 02/20/2026 after submitting the

Cancel **Submit Request**



Request Absence
For Sierrah Salinas (Myself)

Instructional Information

Please remember to always use Paid Time Off before requesting Unpaid Time Off.

If you have selected multiple dates that require different Time Off quantities, select **Edit Individual Days** and modify the individual amounts as needed.

Note: Some Types of Absences will require comments or additional selections.

Total Request Amount: 3 Hours

Tue, Feb 10
Vacation • 0 Hours (Daily)

Thu, Feb 19
Sick • 3 Hours (Daily)

Date 02/19/2026 **Delete**

Type of Absence* Sick

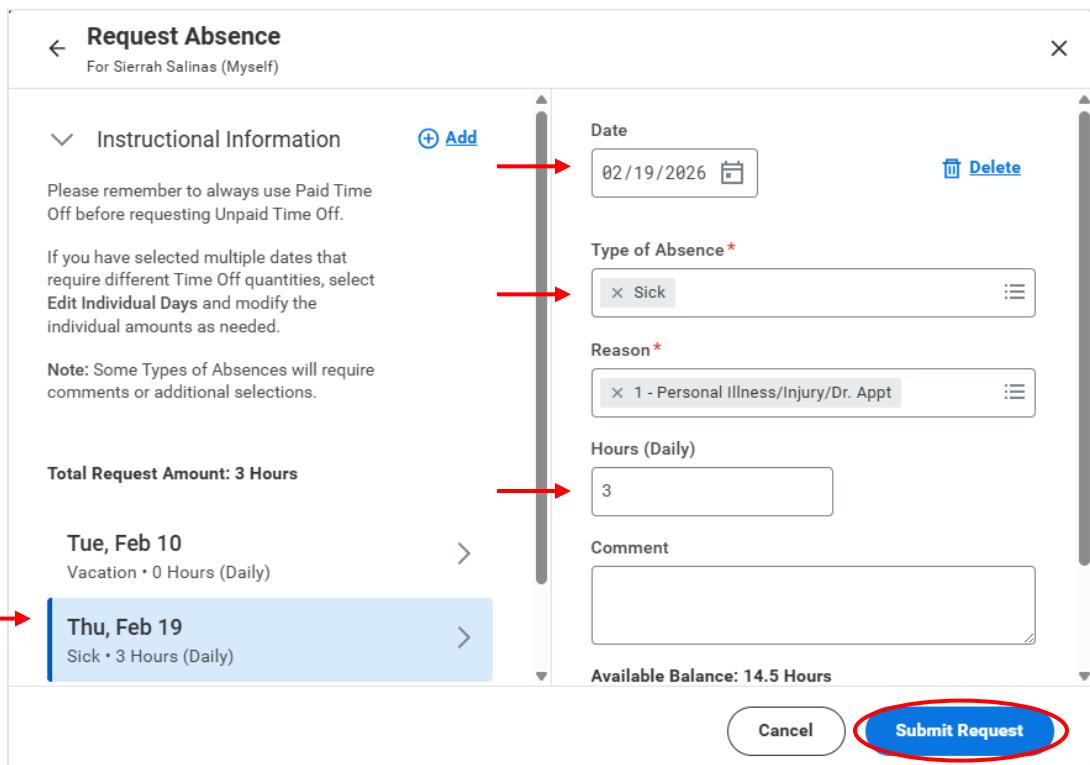
Reason* 1 - Personal Illness/Injury/Dr. Appt

Hours (Daily) 3

Comment

Available Balance: 14.5 Hours

Cancel **Submit Request**



8. After all changes/updates have been made, you will click **Submit Request**.
9. Your request will now be routed to your supervisor for approval.