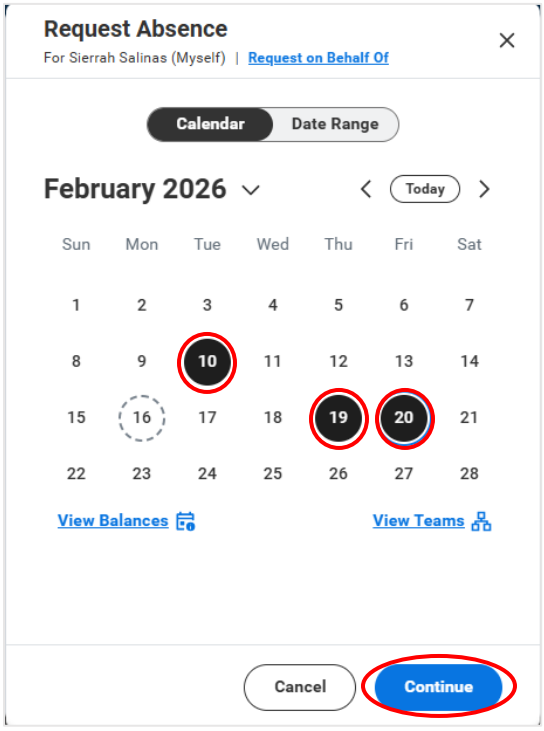
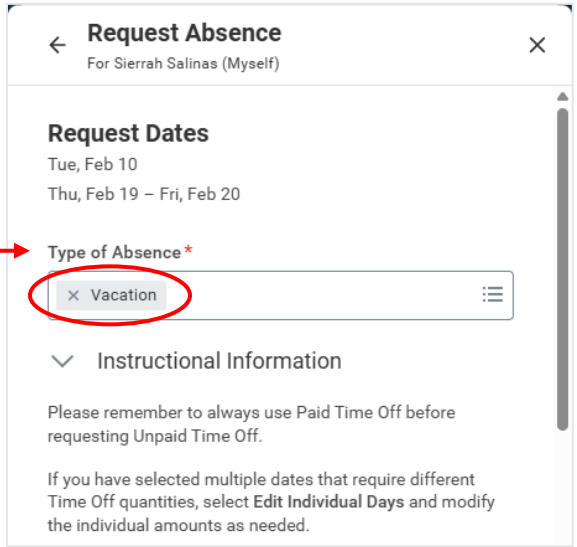
How to Request Leave (Vacation, Sick, Unpaid Time Off, etc.)

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**.

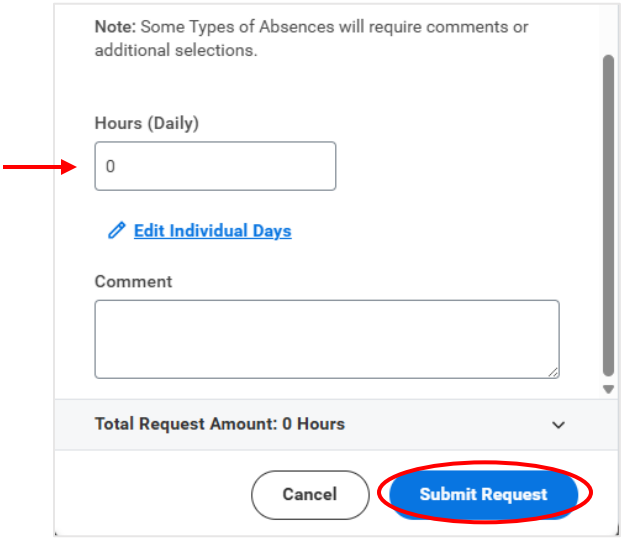
   **Please note, it is ok if the dates selected are for different types of leave.



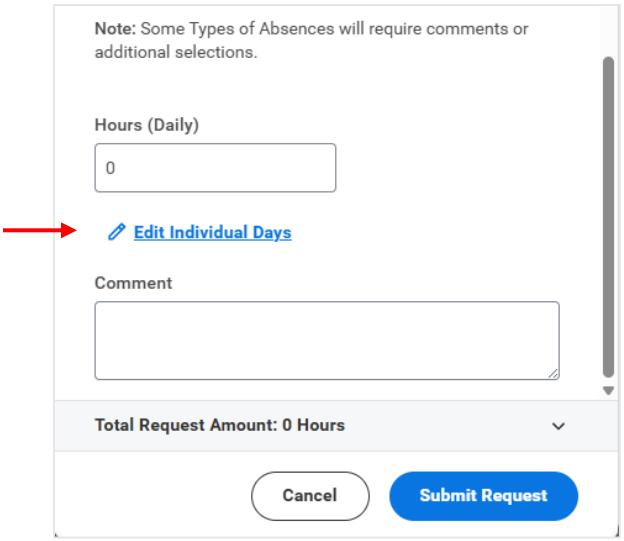
4. For Type of Absence, choose **Vacation, Sick, Comp Time, or Unpaid Time Off.**



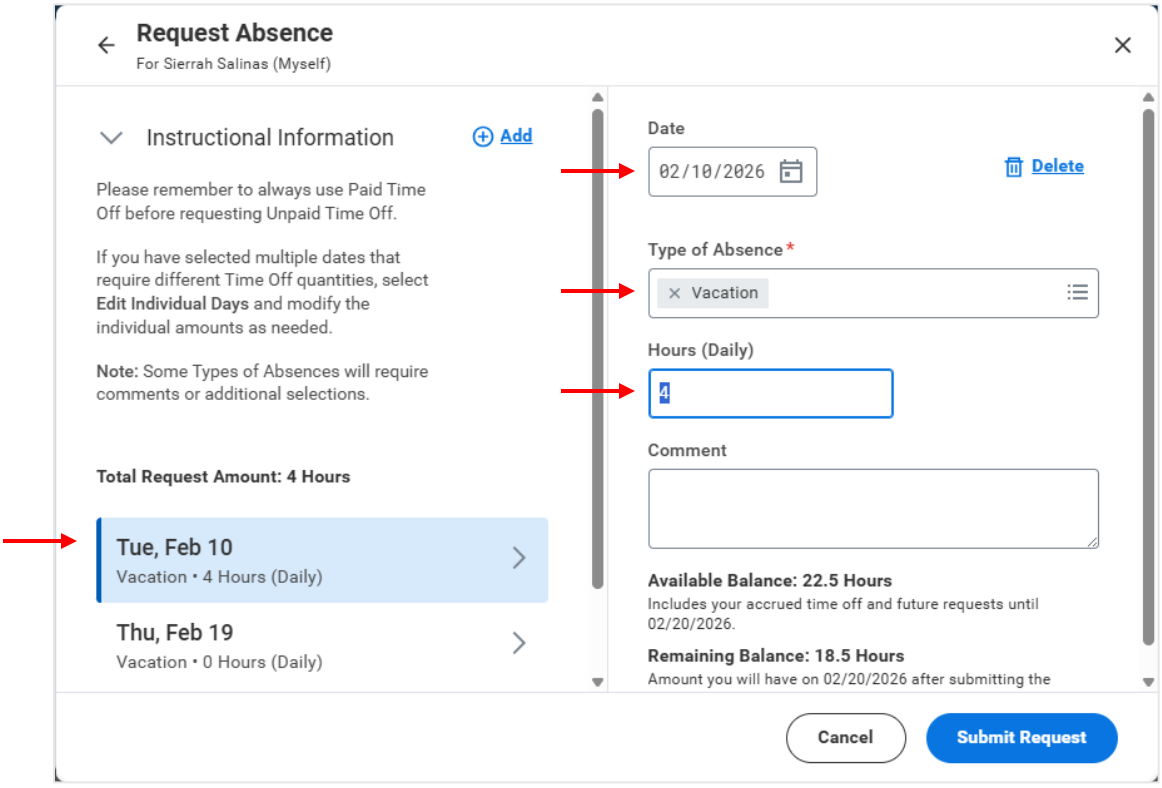
5. If each date selected will be for the same leave type and the same number of hours on each date, you can enter the number of hours and then click **Submit Request**.

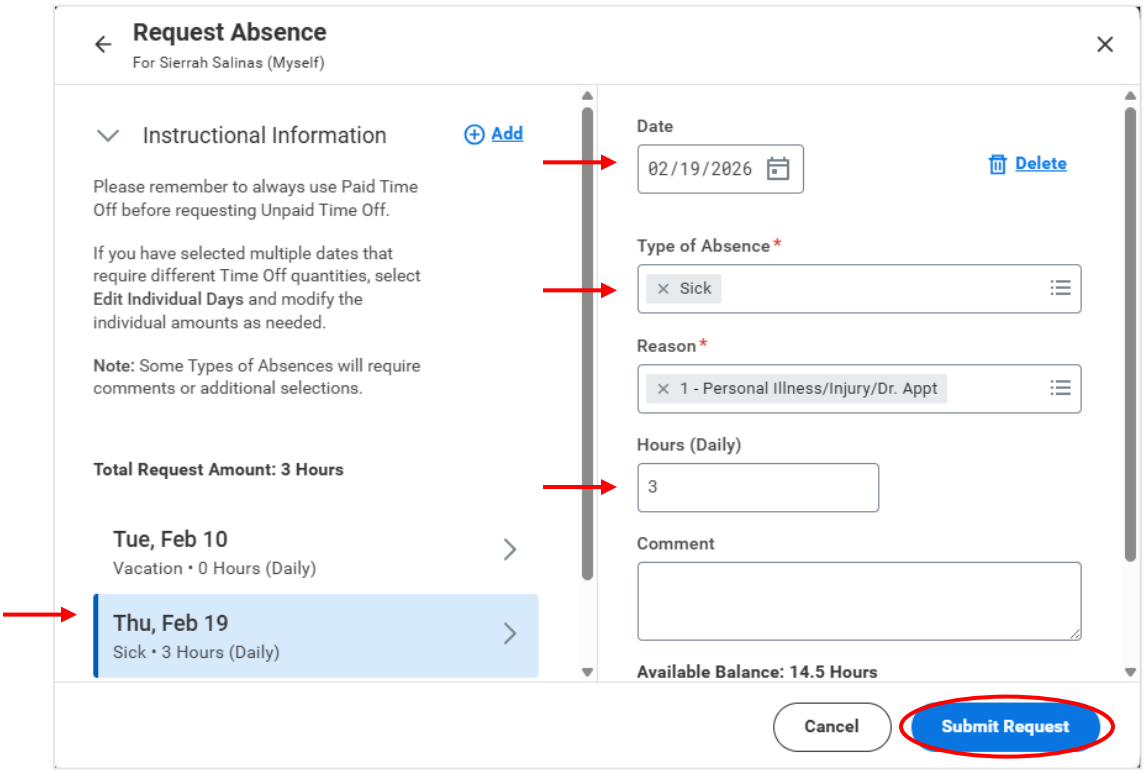


6. If each date selected will be for a different leave type or a different number of hours, please click **Edit Individual Days**.



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.





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.