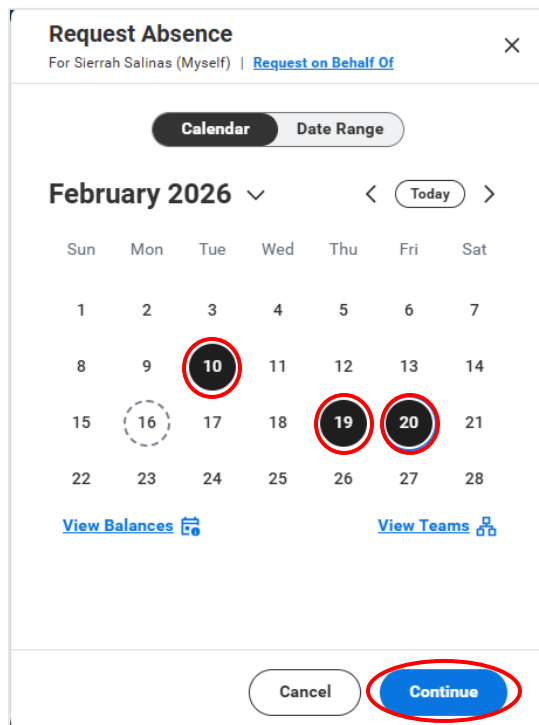


## How to Request Leave (Vacation, Sick, Unpaid Time Off, etc.)

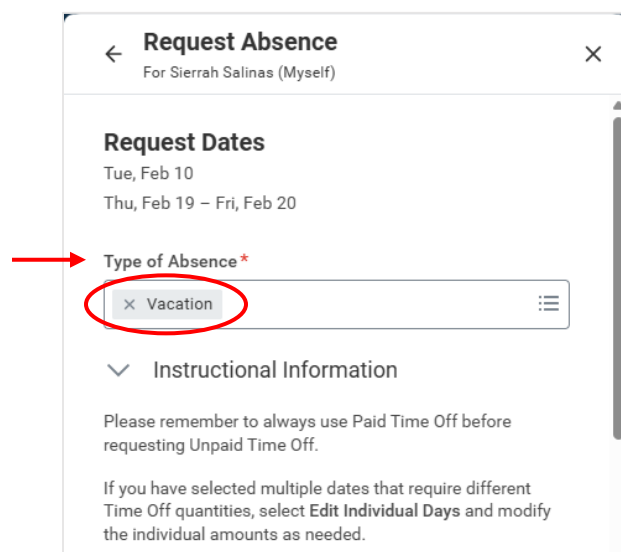
1. Login to SSO – Workday
2. Click on **Menu** in the upper left corner and choose **Request Absence** from the list.
3. Select the date(s) you would like to request off and click **Continue**.

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



The screenshot shows the 'Request Absence' interface for Sierrah Salinas (Myself). It features a calendar for February 2026. The dates 10, 19, and 20 are selected and circled in red. The 'Continue' button at the bottom right is also circled in red. The interface includes a 'Calendar' tab, a 'Date Range' tab, and a 'Today' button. There are also links for 'View Balances' and 'View Teams'.

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



The screenshot shows the 'Request Absence' form for Sierrah Salinas (Myself). The 'Request Dates' section is visible, showing 'Tue, Feb 10' and 'Thu, Feb 19 – Fri, Feb 20'. The 'Type of Absence' dropdown menu is open, and the 'Vacation' option is selected and circled in red. The form also includes an 'Instructional Information' section with text: 'Please remember to always use Paid Time Off before requesting Unpaid Time Off.' and 'If you have selected multiple dates that require different Time Off quantities, select Edit Individual Days and modify the individual amounts as needed.'

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**.

The screenshot shows a web form for submitting a leave request. At the top, there is a note: "Note: Some Types of Absences will require comments or additional selections." Below this is a section labeled "Hours (Daily)" with a text input field containing the number "0". A red arrow points to this input field. Underneath the input field is a blue link with a pencil icon labeled "Edit Individual Days". Below that is a "Comment" section with a large text area. At the bottom of the form, there is a summary bar that says "Total Request Amount: 0 Hours" with a dropdown arrow. At the very bottom, there are two buttons: "Cancel" and "Submit Request". The "Submit Request" button is highlighted with a red oval.

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

This screenshot is identical to the one above, showing the same leave request form. However, in this version, a red arrow points to the blue link "Edit Individual Days" instead of the "Hours (Daily)" input field. The "Submit Request" button is not highlighted.

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** + Add

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)**

**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** + Add

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)**

**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.