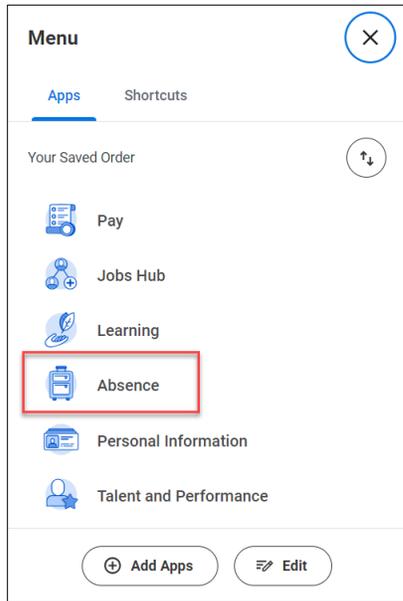


Request Paid Time Off and Leave of Absence

Paid Time off is managed with Kronos and Leave of Absence remains with AbsenceOne. For your convenience, Workday contains the links to Kronos and AbsenceOne. Of course, you can continue to access Kronos and AbsenceOne the way you currently do. To access the links from Workday:

1. From the home page, select the **Menu** in the left-hand corner.
2. Select the **Absence** app.



3. Select the links to be redirected to:



- a. **Kronos** for Paid Time Off (PTO), such as Vacation, Flex or Floating Holiday
- b. **AbsenceOne** for a leave of absence, such as FMLA, disability, parental, etc.