



Time Off and Leaves

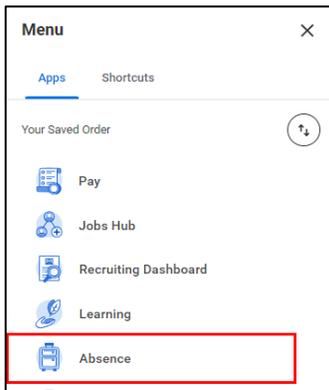
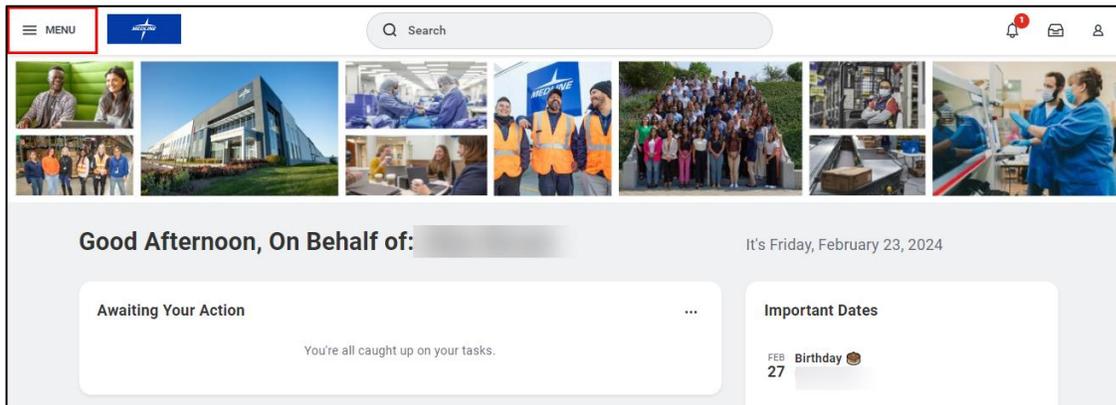
Employees (USA)

Use the following links to request Paid Time Off or a Leave of Absence

Kronos: to enter Paid Time Off, such as vacation, flex, or floating holiday

AbsenceOne: to request a Leave of Absence, such as FMLA, short-term disability, parental leave, etc.

1. From your Workday homepage, click the **Menu** icon in the top right-left corner of the screen. Select the **Absence** application.



2. Next you will see the **External Links: Kronos** and **AbsenceOne**. Click the tile to be directed to the applicable external system.

