

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.

	stiles or	Q Search		de e
	Good Afternoon, On Bel	half of:	It's Friday, February 23, 2	024
	Awaiting Your Action		Important Dates	
	You're	all caught up on your tasks.	FEB Birthday 🥮	
Menu	×			
Menu Apps	X			
Menu Apps Your Save	Shortcuts			
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Menu Apps Your Save	Shortcuts ed Order (7) Pay Jobs Hub Recruiting Dashboard			
Menu Apps Your Save	X Shortcuts ed Order (*) Pay Jobs Hub Recruiting Dashboard Learning			

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

External Links
Kronos
AbsenceOne