

Time Off and Leaves

Managers

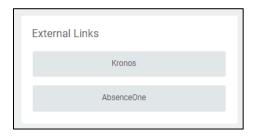
Time Off: Log into **Kronos** to review Paid Time Off entered by your direct reports and balances, if applicable. This information is not available in Workday.

Leave of Absence: All absence and disability claims should be reported to Medline's leave administrator, **AbsenceOne**. You can view on Workday who on your team is on leave. Follow the steps outlined below.

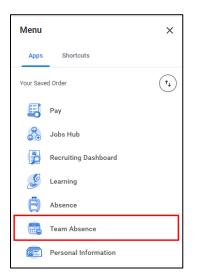
1. From your Workday Homepage, click the **Menu** icon in the top left-hand corner of the screen. Select the **Absence** application.

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	Good Afternoon, C	on Beha	lif of:	It's Friday, February 23, 2024		30
	Awaiting Your Action	You're all	caught up on your tasks.	 Important Dates		
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	Team Absence					
	Personal Information					
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8	Team Performance					
	My Team Management					

2. Here you will see the **External Links** for the absence management systems: **Kronos** and **AbsenceOne**. Click the tile to be directed to the applicable external system.



3. To view your workers on leave, navigate to the Team Absence application.



4. Here, you will see a list of your workers on leave.

← Tean	n Absence						ŝ				
Please be aware that the displayed Estimated Last Day of Leave is an estimate and will not drive status. Refer to AbsenceOne for complete information regarding the status of the leave. View More											
Workers	Workers Currently on Leave					🕞 Reports					
Worker		Leave Type (Including Family)	Last Day of Work	First Day	E Li	PATT - Workers on Leave					
	(On Leave)	United States of America > USA Employee Medical Leave - ADA	08/06/2023	08/07/2023	10	Workers Returning from Leave this Week	£Ĝ3				
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