

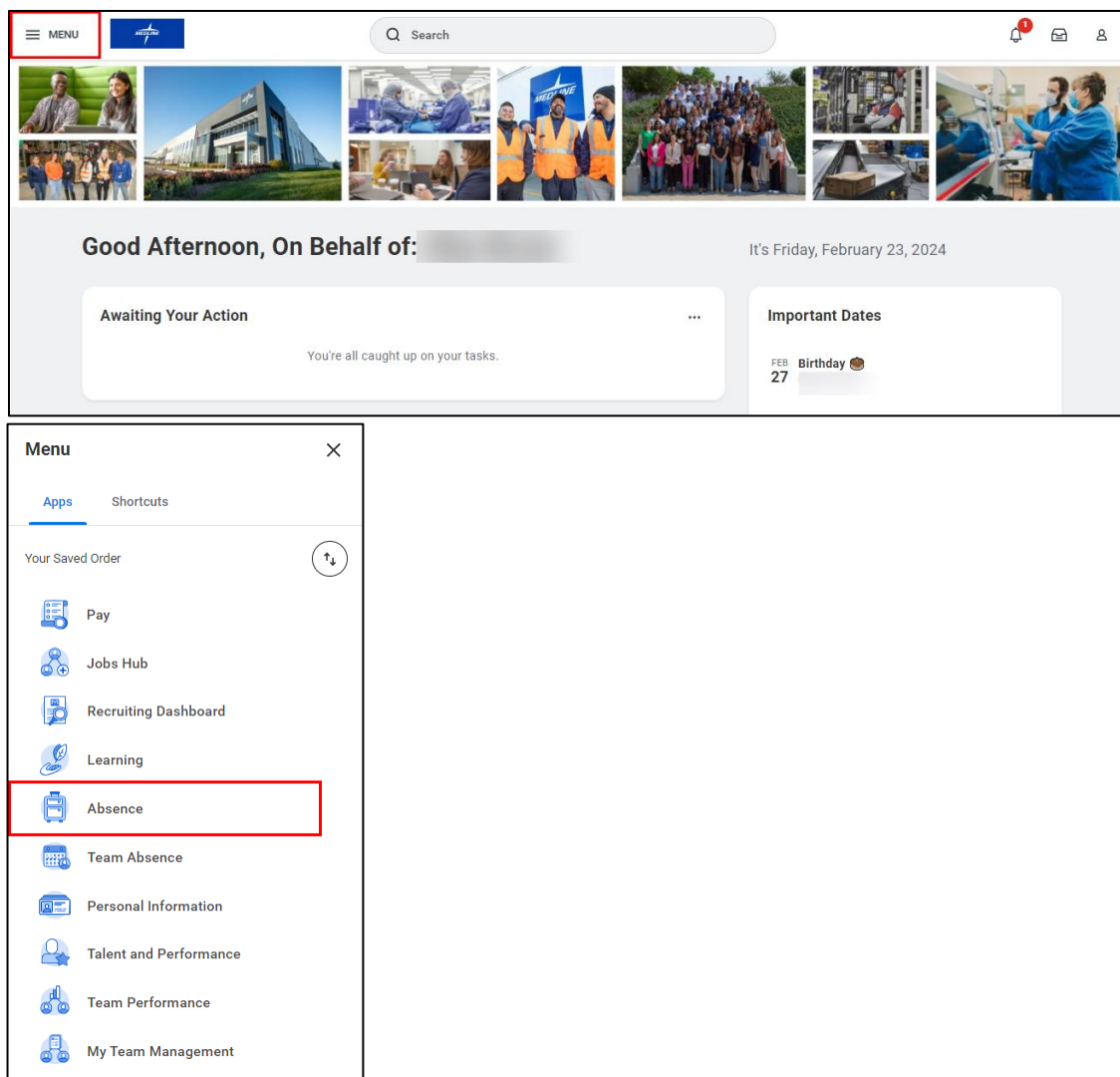
Time Off and Leaves

Managers

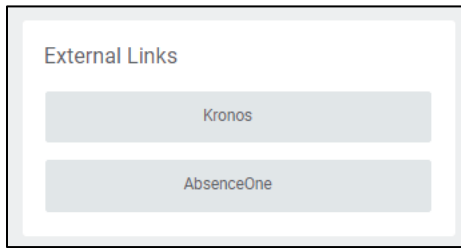
Time Off: Log into **Kronos** to review Paid Time Off entered by your direct reports and balances, if applicable. This information is not available in Workday.

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.

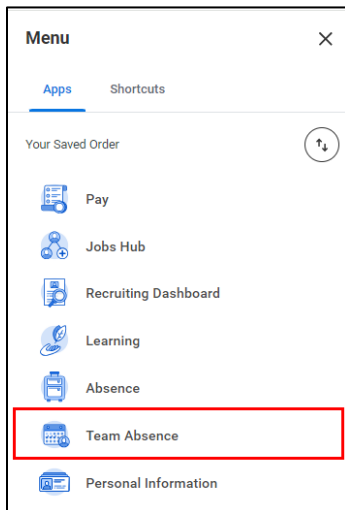
1. From your Workday Homepage, click the **Menu** icon in the top left-hand corner of the screen. Select the **Absence** application.



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.

