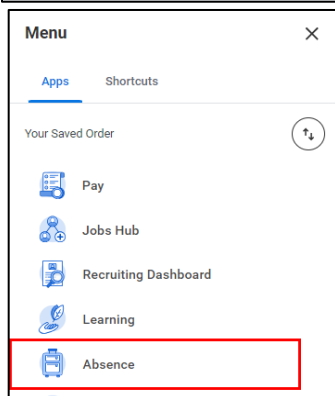
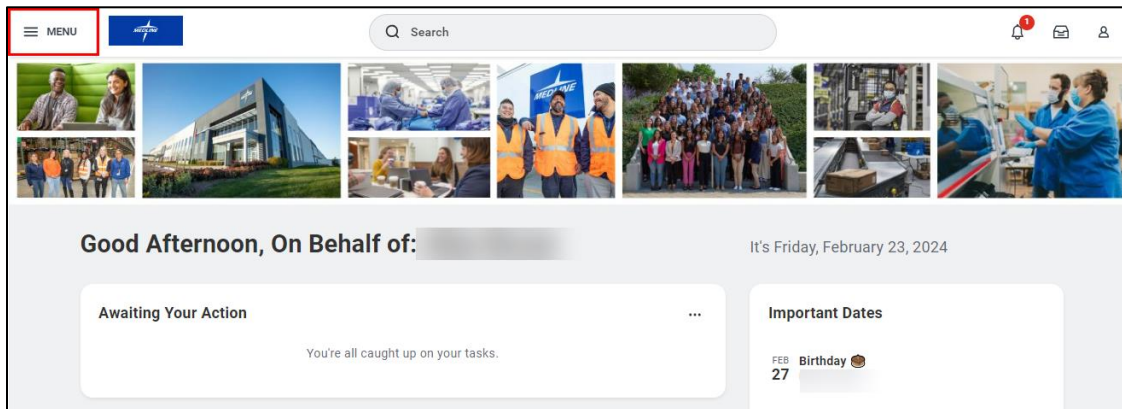


Time Off and Leaves

Employees (Mexico)

Use the Mas Orden link to request Paid Time Off or a Leave of Absence

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 Link** for **Mas Orden**. Click the tile to be directed to the external system.

