Click the Time Off worklet on the Home page to...

1. Request time off (leave) for full work days or consecutive full days off in a future pay period. For example, a week-long vacation. You can also correct time off requests. This type of leave does not require HR approval.

2. View leave requests and the status of requests.

3. View leave balances.

NOTE: Leave of Absence (LOA) requests such as FMLA, Accident, Organ Donation, etc. that require a request/application process outside of Workday and HR approval are not requested using the Time Off worklet. Contact your HR office to request a Leave of Absence.
1. Employee Name and Employee ID.

2. **Today** button. Click to display the current month.

3. **Arrow Controls.** Scrolls through the months in the calendar.

4. **Month.** Indicates the calendar month displayed on the screen.

5. **Balance as of Date.** Shows the as of date for leave balances, e.g., annual leave, comp time, personal leave, etc.. This date can be changed.

6. **Total Leave Balance.** Displays the total of the leave hours available as of the date selected in the **Balance as of…** date field.

7. **Balance Per Plan.** Section displays leave balances for each leave plan listed.

8. **Time Off Request Time Block.** Displays any time off requests including the status. Common time off request statuses, include:
   - **Unsubmitted** – Gray Clock
   - **Submitted** – Gray Check Mark
   - **Action Needed** – Yellow Exclamation Point
   - **Approved** – Green Checkmark
   - **Denied** – Red Circle

9. **Holidays.** Time blocks that display scheduled State holidays.

10. **Request Time Off** button. Click to enter leave type and reason (after indicating on the calendar dates being requested). The button displays the number of days being requested.

**Note:** See the [Request Full Days Off In the Future](#) job aid for step-by-step instructions.