

Find out how to enter Sick Time as a time off request. The process is the same for UNIT and HOURLY paid positions and is the same for CALIFORNIA and NON-CALIFORNIA team members.

ENTER SICK

From the Workday homepage:

1. Click on the **Time Off** worklet under Menu.

Menu

Apps

Shortcuts

Guidebook

Workvivo

Time Off

2. Click **Time Off** under Request.

Request

Time Off

Time Off Correction

Leave of Absence

Return from Leave

3. Click on one or more dates on the calendar and click the **Request Time Off** button in the bottom left.

Balances

Balance as of 02/10/2023
18.24 Hours

Balance Per Plan

Floating Holiday
8 Hours

Paid Time Off
10.24 Hours

Today < > February 2023 \

Sunday	Monday	Tuesday
29	30	
5	6	
12	13	
19	20	

2 Days - Request Time Off

4. Select **Sick** for the Type, select the Position you were scheduled to work, and for Daily Quantity, enter the number of hours you were scheduled to perform that. Type in a Comment if desired and click **Submit** to complete. This Time Off Request will route to your manager’s Workday inbox for approval.

Type *

Position *

Daily Quantity *

Unit of Time

Comment