LEAVE OF ABSENCE – CANCEL ABSENCE REQUEST

1. From the Worker Profile, select Actions > Worker History by Category > Time Off and Leave

2. Scroll Down to the Leave History section and select the Absence Request Business Process in the In Progress State

3. In the View Event page for the Business Process, select Actions > Business Process > Cancel

Link to user guide: [https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_sc/](https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_sc/) or [https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_ap/](https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_ap/)