
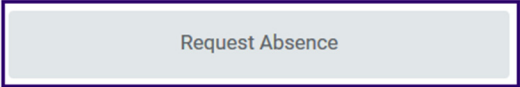
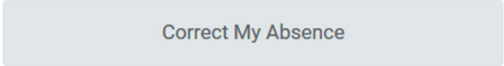

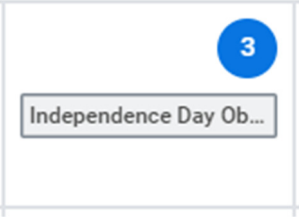

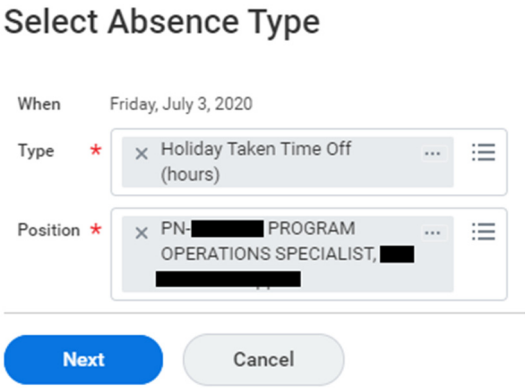
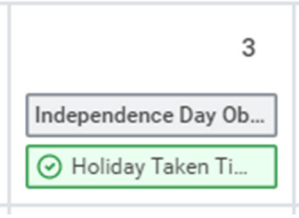


WORKDAY QUICK GUIDE

HOLIDAY TAKEN TIME OFF

1. Select the Absence worklet.	 Absence
2. Select the Request Absence button.	Request  
3. If necessary, use the calendar arrows to navigate to the month of the Holiday.	
4. In the calendar grid, select the Holiday. Tip: Select multiple Holidays and submit them as a single request. Repeat steps 3 and 4 to add additional Holidays for the remainder of the calendar year to your request.	
5. Select the Request Absence button.	
6. Complete the fields as follows: <ul style="list-style-type: none">In the Type field, select Holiday Taken Time Off.If you have only one position, leave the Position field as-is. If you have multiple positions, select the Position you want to use for the time off request. When finished, select the Next button.	
7. Review the next screen for accuracy. When finished, select Submit . Your Holiday Taken Time Off request will then be automatically approved . The entry will appear on your Workday Absence Calendar in a green bar with a checkmark.	

User Guide available at https://isc.uw.edu/user-guides/enter_absence/