# WORKDAY QUICK GUIDE

## HOLIDAY TAKEN TIME OFF

1. Select the **Absence** worklet.

2. Select the **Request Absence** button.

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 (for example, Thanksgiving and Native American Heritage Day).

5. Select the **Request Absence** button.

6. Complete the fields as follows:
   - 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.

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User Guide available at [https://isc.uw.edu/user-guides/enter_absence/](https://isc.uw.edu/user-guides/enter_absence/)