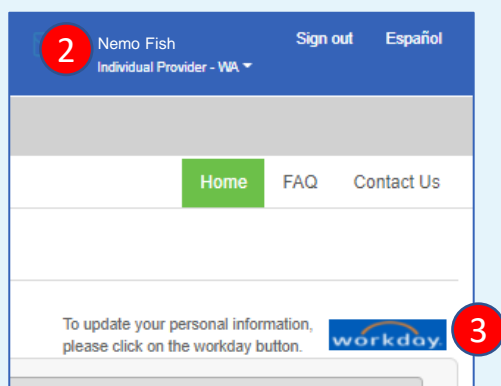


REQUESTING Time Off and Leave of Absence

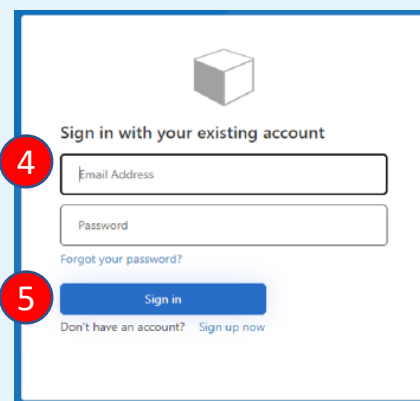
IN WORKDAY

*Paid Time Off (PTO) can be requested through CDWA's DirectMyCare web portal.

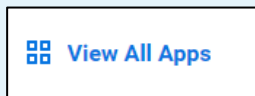
1. Login to **CDWA's DirectMyCare web portal**.
2. Click on your name to go to your User Profile.
3. Click on the Workday button to go to your Workday account.



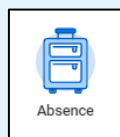
4. Enter the email address and password you use to log into your **CDWA DirectMyCare** web portal.
5. Click **Sign in** to go to your Workday home page.



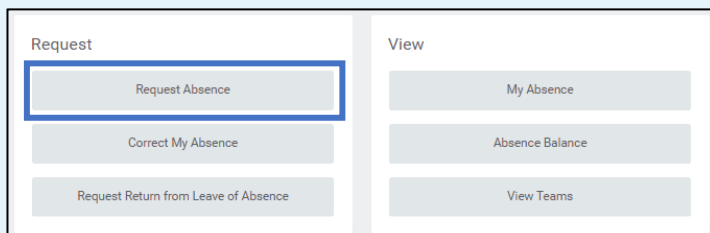
1. Click on **View All Apps**.



2. Click the **Absence** app.



3. Click **Request Absence** to display the absence calendar.

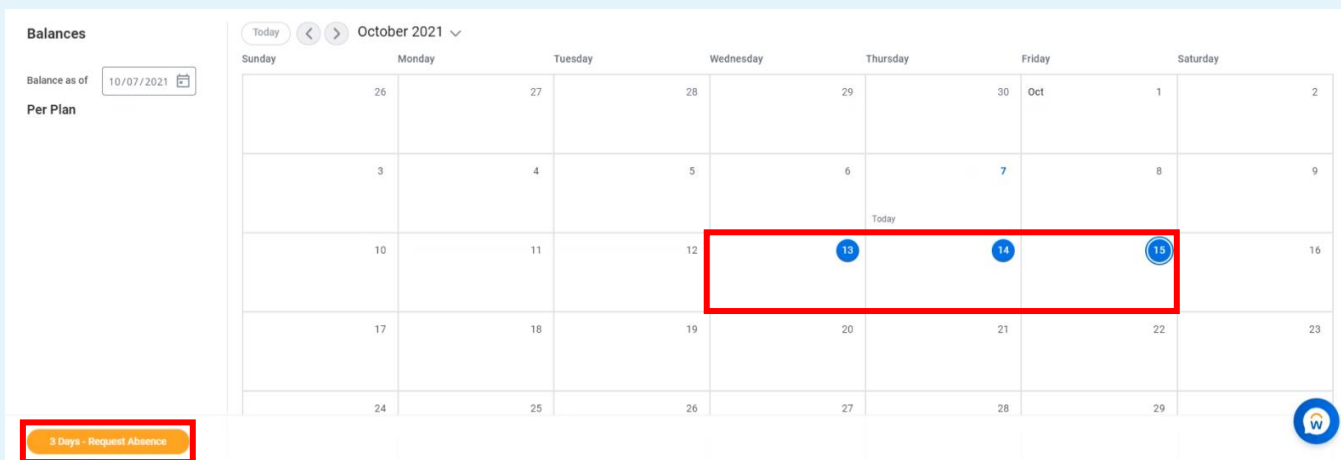


Absence Categories

Time Off
Jury Duty
Intermittent FMLA
Intermittent WA PFML
Unpaid Time Off
Leave of Absence
WA Domestic Violence
WA Emergency Response Leave
WA Military Leave
WA Paid Family Medical Leave (PFML)

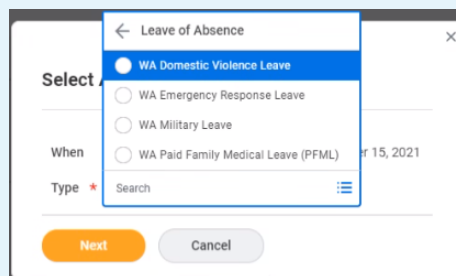
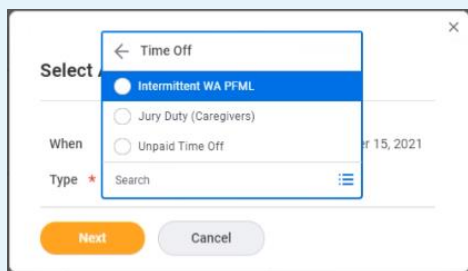
*For more information on the types of time off and leaves of absence, please see the IP Employment Handbook.

4. From the calendar, click the day you wish you request off. To request more than one day, click multiple days on the calendar.



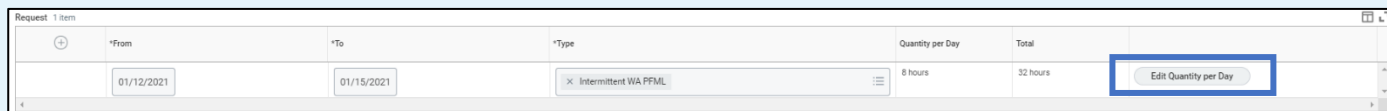
5. Click the orange **Request Absence** button at the bottom left corner of the screen. The number of days requested displays based on your calendar/date range selection to help confirm your request.

6. Use the dropdown menu to select the Type of Time Off/Leave of Absence requested. Click **Next**.



The Quantity per Day may default to your daily scheduled hours.

*Optional: To change the Quantity per Day amount, click Edit Quantity per Day. Enter the desired amount and any needed comments. You can also update all quantities to the same amount at once, using the Update All Quantities field.

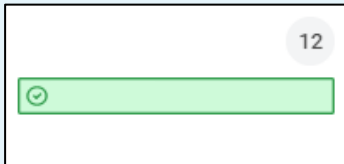
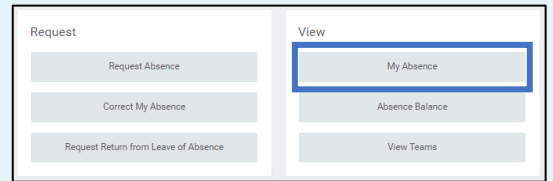
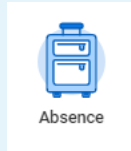


8. Click **Done**

If you have supporting documents, you may attach them by dragging them to the Attachments field or by clicking Select Files. If you attach a document, please select the appropriate category from the dropdown menu. You may also optional description.

9. Click **Submit**

You can view the status of your request at any time by going to **Absence > My Absence**.

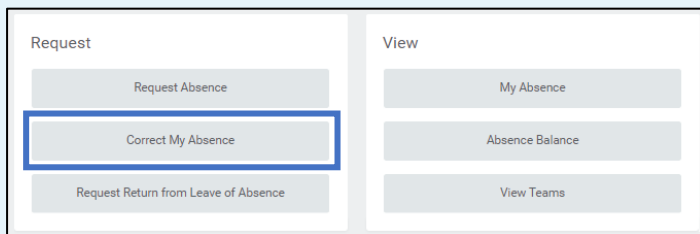


Time is automatically approved and will show as a green stripe on the calendar.

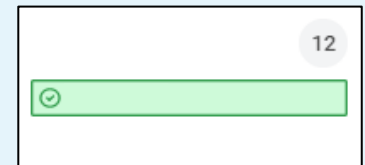
Canceling/Editing a Time Off or Leave of Absence Request

You can edit or cancel a Time Off or Leave of Absence Request that has been submitted.

1. From the Absence application, click **Correct My Absence** to open the absence calendar.



2. Click the approved time off (green stripe) on the calendar. The Correct Absence screen appears.



Correct Absence

Total
8 Hours

Wednesday, October 13, 2021

Select All 0 selected

Correct 1 item

	Date	Type	Daily Quantity	Select
⊖	Wednesday, October 13, 2021	Unpaid Time Off	8 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Comment

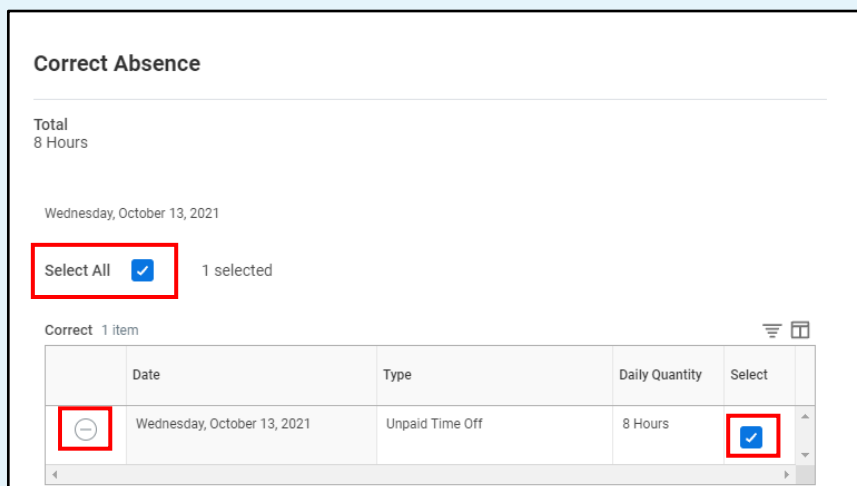
> Details

From the Correct Absence screen you can:

- Cancel the absence
- Edit the Type of absence
- Edit the Quantity of hours of the absence

To Cancel the Absence:

1. Click the box next to the day you want to cancel. A blue check mark will appear.
 - a. If there are multiple days, you can click the **Select All** button to select all the days listed.
2. Click the minus button in front of the day(s) you want to cancel.
 - a. The fields will be blank.
3. Press the orange **Submit** button.



Correct Absence

Total
8 Hours

Wednesday, October 13, 2021

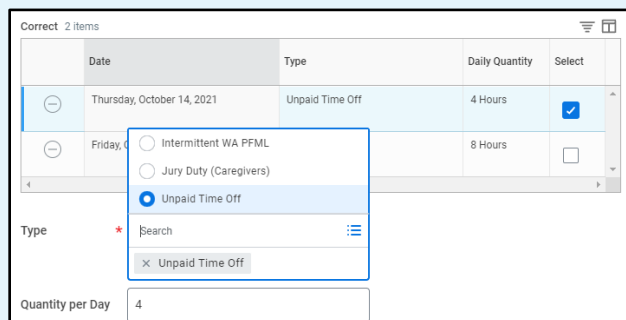
Select All 1 selected

Correct 1 item

	Date	Type	Daily Quantity	Select
<input type="checkbox"/>	Wednesday, October 13, 2021	Unpaid Time Off	8 Hours	<input checked="" type="checkbox"/>

To Edit the Absence:

1. Click the box next to the day you want to cancel. A blue check mark will appear.
 - a. If there are multiple days, you can click the **Select All** button to select all the days listed.
2. If you need to edit the Type of absence selected, click into the **Type** field and choose from the dropdown menu.

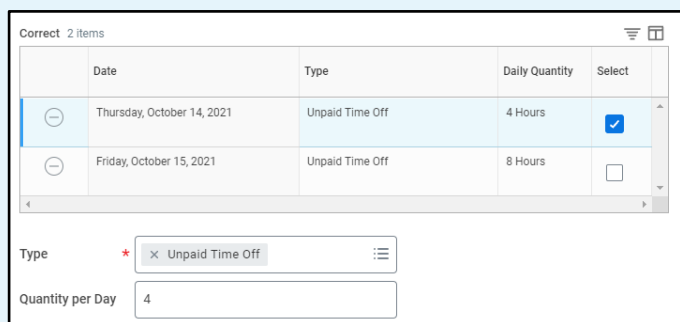


Correct 2 items

	Date	Type	Daily Quantity	Select
<input type="checkbox"/>	Thursday, October 14, 2021	Unpaid Time Off	4 Hours	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Friday, October 15, 2021	Unpaid Time Off	8 Hours	<input type="checkbox"/>

Type *

Quantity per Day



Correct 2 items

	Date	Type	Daily Quantity	Select
<input type="checkbox"/>	Thursday, October 14, 2021	Unpaid Time Off	4 Hours	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Friday, October 15, 2021	Unpaid Time Off	8 Hours	<input type="checkbox"/>

Type *

Quantity per Day

3. If you need to edit the number of hours you are taking off, click the **Quantity per Day** field and type in the number of hours you are taking for that day.
4. Press the orange **Submit** button.