

USER MANUAL

WORKDAY TIME-OFF & LEAVE OF ABSENCE

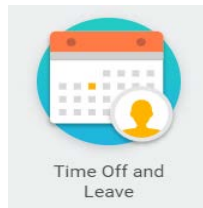
Introduction

This document provides the steps to submit Time Off & Leaves of Absence within Workday.

Please visit benefits.adobe.com/japan for more information about Adobe's Time Off and Leave policies.

1.0. How to access "Time Off & Leave" worklet within Workday

- a) Login to Workday
- b) On the Homepage, click on



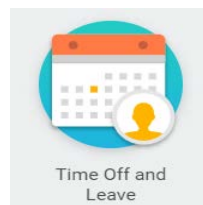
2.0. LEAVE OF ABSENCE

Long-term leaves are classified as Leaves of Absence in Workday & the employee's status in Workday profile will indicate "On Leave". The below table shows the list of leave types categorized under Leave of Absence.

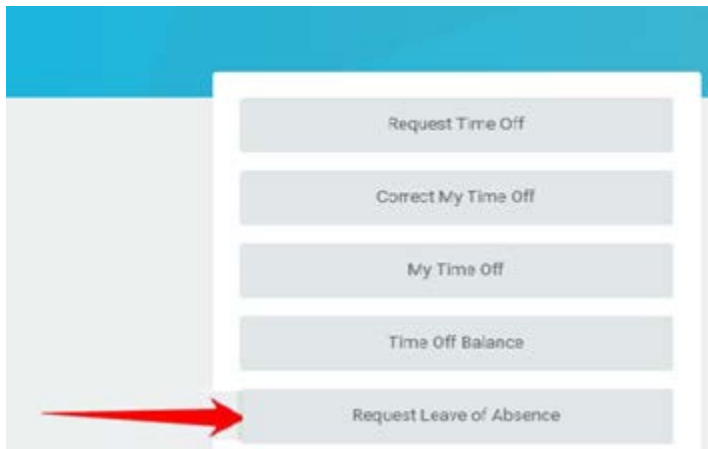
LEAVE TYPE	LEAVE MODULE
Maternity Leave	Leave of Absence
Paternity Leave	Leave of Absence
Childcare Leave – Female	Leave of Absence
Childcare Leave - Male	Leave of Absence
Sick Family Nursing Leave	Leave of Absence
Special Leave – Work related injury	Leave of Absence
Special Leave – Others	Leave of Absence
Unpaid Personal Leave	Leave of Absence
Absence	Leave of Absence

2.1. How to apply for Leave of Absence

- a) Login to Workday
- b) On the Homepage, click on



c) Click on “Request Leave of absence “as shown below




d) Enter the “First day of Leave” & “Estimated Last day of Leave”.
Click the “Leave Type” to view the leave menu & select the applicable leave type as shown below.

A screenshot of the 'Request Leave of Absence' form. It features four input fields: 'Last Day of Work', 'First Day of Leave', 'Estimated Last Day of Leave', and 'Leave Type'. Each field has a red asterisk to its left. The date fields contain the placeholder 'MM / DD / YYYY' and a calendar icon. The 'Leave Type' field is a dropdown menu with a three-line icon. Red arrows point to the 'First Day of Leave', 'Estimated Last Day of Leave', and 'Leave Type' fields.

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- Family > Family > Childcare Leave - Unpaid (JPN)
 - Other > Family > Japan Paternity
 - Personal > Family > Maternity Leave (JPN)
 - Family > Sick Family Nursing Leave - Unpaid (JPN)
 - Other > Special Leave - Others (JPN)
 - Other > Special Leave - Work Related Injury (JPN)
 - Personal > Personal Leave - Unpaid (JPN)

***Note – Depending on the selected leave type, the system will prompt you to update additional required details.**

e) Click on the  button.

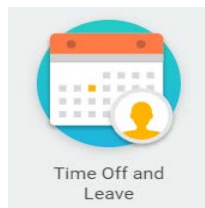
2.2 TIME OFF

Short-term leaves are classified as Time Off. The below table shows the list of leave types categorized under Time Off.

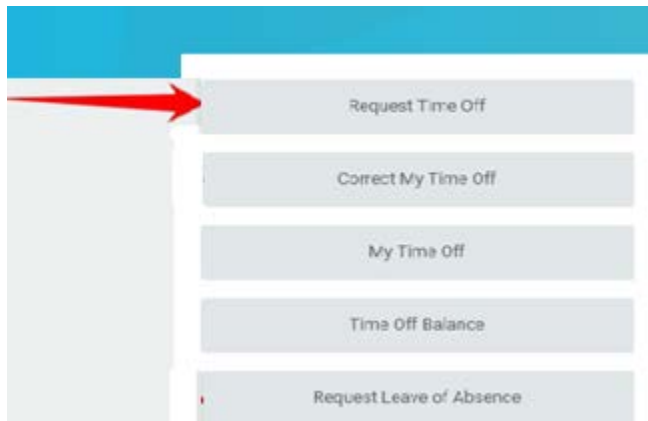
LEAVE TYPE	LEAVE MODULE
Annual Leave	Time Off
Special Leave – Transfer	Time Off
Marriage Leave - Employee	Time Off
Marriage Leave – Employee’s Child	Time Off
Sick Child Nursing Leave	Time Off
Sick Leave	Time Off
Menstrual Leave	Time Off
Bereavement Leave	Time Off
Sabbatical Leave	Time Off
Compensatory Time Off	Time Off

2.3 How to request Time Off

- Login to Workday
- On the Homepage, click on




c) Click on "Request Time Off" as shown below



d) Select the day from the calendar & click on the **Request Time Off** button as shown below



e) Select the leave type from the dropdown & click on the  button as shown below

When Tuesday, October 17, 2017

Type *  

Daily Quantity *


Unit of Time (empty)

Comment

Attachments

Drop files here

or

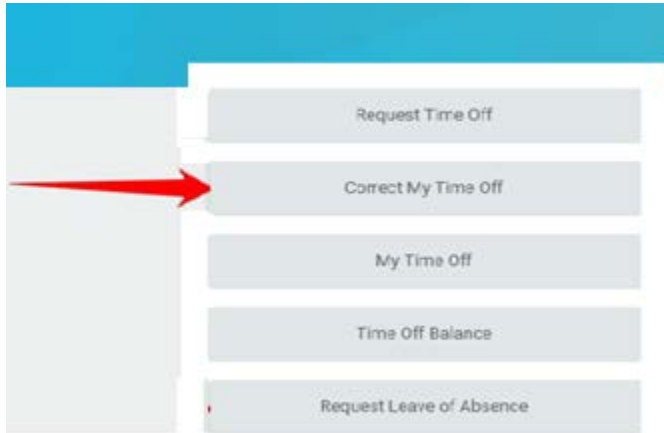


- Japan Annual Time Off
- Japan Bereavement Time Off
- Japan Compensatory Time Off
- Japan Marriage Time Off (Child)
- Japan Marriage Time off (Self)
- Japan Menstrual Time Off (unpaid)
- Japan Sabbatical Time Off

- Japan Sick Child Nursing Time Off(unpaid)
- Japan Sick Time Off
- Japan Special Time Off (Transferring Post)

2.4 How to make corrections to a Time Off request

a) Click on “Correct Time Off” as shown below



b) Click on the time off request you want to change and make the correction as shown below

Correct Time Off 2 items 🔍 🗑️ 🗨️

Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	Reason	Comment
09/05/2017	Tuesday	Japan Special Time Off (Transferring Post)	1	<input type="text" value="0"/>			<input type="text"/>
09/04/2017	Monday	Japan Sick Child Nursing Time Off (unpaid)	1	<input type="text" value="1"/>	Days	Child's Age - below 6 years	<input type="text"/>

c) Click on the **Submit** button