

## India Leave Migration: FAQs For Employees

**1. Can I change the time-off type after my time-off is applied?**

*No, you cannot change time-off type or modify dates after application. In such cases, you should use the "Correct Time-Off" feature and change the daily quantity of the existing time-off application to "0" and resubmit a new application with the new Time-off type and dates.*

**2. Can I cancel my time-off which I have already applied and is approved?**

*No, you cannot cancel any approved time-off. Instead, you must use the feature "Correct Time-off" and change the daily quantity to "zero"- this would update your Time-off balance. Correct Time-off feature is also used when you want to change your Time-off from Full day (1) to Half day (0.5) or vice versa.*

*Note - Time-off's corrected for a past event will be routed to the manager for approval*

**3. Can I cancel my time-off which is unapproved?**

*Unapproved Time-off can be cancelled by clicking the applied time-off on the calendar and select cancel. Note – only unapproved Sabbatical Time-off can be cancelled.*

**4. How can I see my Time-off & Leave history in Workday?**

*Go to Workday -> Go to View profile -> Click on Time-off -> Click on "Time-off and Leave Requests" to view your summary of Time-off's & leaves applied in Workday".*

**5. Why can't I see my Leave of Absence in the calendar?**

*Time-off & Leave of absence are 2 different modules hence you cannot view your Leave of Absence on the Time-off Calendar.*

**6. What is daily quantity?**

*Daily quantity field in Workday is designed to capture number of "hours" an employee would take Time-off in a day. At Adobe Time-off is taken in days, hence we use "1" for full day & "0.5" for half day Time-off application.*

**7. Can I partially cancel my Time-off which are applied and approved?**

*No, you need to use "Correct Time-off" feature for the entire request and apply again.*

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**8. How do I view the status of my applied leaves?**

*You will receive a notification when the leave request is approved or denied. You can also go to Worker history in workday> Click on Leave Request> View remaining process to view the status of your Leave.*

**9. Can I apply time-off or leave taken in the past? Up till how many days can this be done? Is this for all Time-off or leave types?**

*Yes, you can apply Time-off & leaves for 3 previous months from the current date. This is applicable for all Time-off & Leave types.*

**10. What about the leaves which I have already applied on Excelity and is approved? Do I need to apply again on WD and get them approved?**

*Employees & Managers need to ensure that all planned leaves until the month of September are approved before September 19.*

*Any Time-offs & Leave of Absence applied for October and beyond in Excelity tool should be re-applied in Workday as leaves from prior system will not be migrated.*

**11. Will my leave history be transferred from Excelity to Workday?**

*No, your history from Excelity will not be transferred to workday. you will have view-only access to Excelity's portal until Dec 2018.*

**12. Till what date can I continue to apply leave on Excelity?**

*You can apply your leave on or before 19th September 2018.*

**13. How and where do we apply any unplanned Time Off/LOA between 20th Sept and 30th Sept when both Excelity and WD would be inactive?**

*Please take prior approval from your manager via email for any unplanned Time Off/LOA during this period. You can apply the same on Workday on or after 1st Oct as it will allow you to apply for Time Offs/LOA upto 3 months in the past.*

**14. What is the approval matrix for Unpaid Leaves?**

- *Medical: Benefits COE>Manager>Business Partner;*
- *Personal: Manager > Business Partner.*

**15. Where do I submit my medical documents if I apply for sick leaves more than 3 days?**

# India Time Off and Leave Migration to Workday

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*Benefits Team may ask for the document if required. Employee do not need to upload any documents on Workday at the time of time-off request.*

**16. I work during winter shutdown, but my leaves are already marked on WD. How do I change it?**

*Use the Correct Time-off feature and change the daily quantity to "0".*

**17. When I select the days for leave, which has weekends in between, on the calendar, why is it counting the weekends as well?**

*Unselect Weekends/holidays before submitting your Time-off.*

**18. Who do I need to reach out to in case of technical glitches on the tool?**

*Please write to [erc@adobe.com](mailto:erc@adobe.com)*

**19. How do I submit documents required for time-offs/leaves requests?**

*Please keep your relevant documents ready and share it with Benefits Team if requested.*

**20. What if my manager fails to approve my leaves?**

*Only Sabbatical & unpaid leave require manager approval. The leave will stay unapproved until the manager approves it.*

**21. Is the leave balance deducted as soon as it is applied or when it is approved by my manager?**

*Leave Balance will be deducted after the leave event.*

**22. How do I request return from Leave of Absence?"**

*Log in to Workday -> Go to homepage and select Time-off and Leave worklet -> Click on 'Request Return from Leave of Absence' -> Fill in 'First Day Back at Work' and 'Actual Last Day of Leave' -> Submit.*

**23. What will happen if I forget to mark my "Return from Leave of Absence" after joining back?**

*You will continue to show "On Leave" on Workday beyond your approved leave period and your payroll will be affected. This is a mandatory step after Requesting for Leave of Absence.*

**24. What do I fill for "Child's Birth date" while applying for Maternity Leave if I do not know it yet?**

*You can mention the estimated delivery date. This date will not be captured as the actual DOB of the child in any other portal.*

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**25. Do Time-off's & Leaves route for approval?**

*Any time-off or leave should be discussed with the manager before applying in workday. Sabbatical Time-off, Unpaid Leave, illness arising out of pregnancy leave, Miscarriage leave are routed for approvals in Workday. Other Time-off's & leaves will not be routed for approvals; however, your manager will be notified.*

**26. Which leave types requires mandatory medical documents?"**

*Documents are mandatory for Miscarriage Leaves, Illness arising out of pregnancy leaves and Medical LOA. The documents need to be sent to Benefits team for verification. However, the management reserves the right to ask for medical documents for Sick Leaves on need basis.*

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