

# USER MANUAL

## WORKDAY TIME-OFF & LEAVE OF ABSENCE

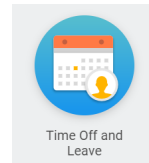
### Introduction

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

Please visit Inside Adobe > Resources > Time Off for more information about Adobe's Time Off and Leave policies.

### I. How to access “Time Off & Leave” worklet within Workday

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



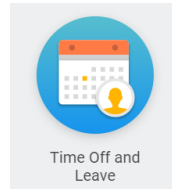
### II. Time off

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

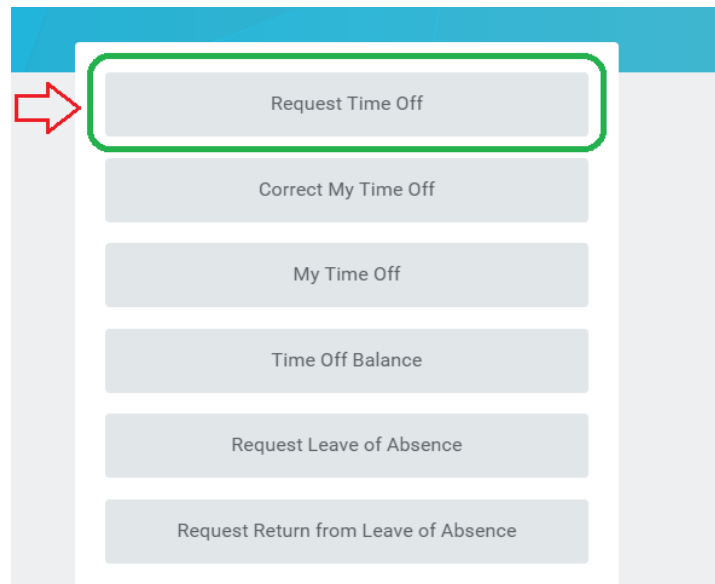
Time Off Type	Found under	Special Observation
(1) Romania Personal Time Off	Time Off	
(2) Romania Sick Time Off	Time Off	
(3) Romania Blood Donation Time Off	Time Off	
EMEA Bereavement Time Off	Time Off	
EMEA Marriage Plan Time Off	Time Off	
Romania Paid Days off in Lieu	Time Off	
Holiday Other Religion	Time Off	eligible under certain circumstances
Unpaid Time Off	Time Off	eligible under certain circumstances

## How to request Time Off

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



- c) Click on 'Request Time Off'



d) Select the days from the calendar and click on **Request Time Off**

Balance as of

04 / 18 / 2018

Balance Per Plan


Today < > April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 ✓ (1) Romania Person	24	25	26	27	28
29	30	1 ✓ (2) Romania Sick Tir	2	3	4	5

13 Days - Request Time Off

e) Select the time off plan from the 'Type' drop-down, review the dates and click . Please ensure the 'daily quantity' is set to 1.

When  
Monday, April 2, 2018 - Friday, April 6, 2018  
Monday, April 9, 2018 - Friday, April 13, 2018  
Monday, April 16, 2018 - Wednesday, April 18, 2018

Type \*  

Daily Quantity \*

Unit of Time (empty)

Comment

enter your comment

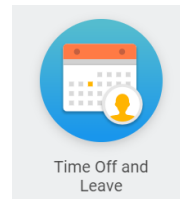




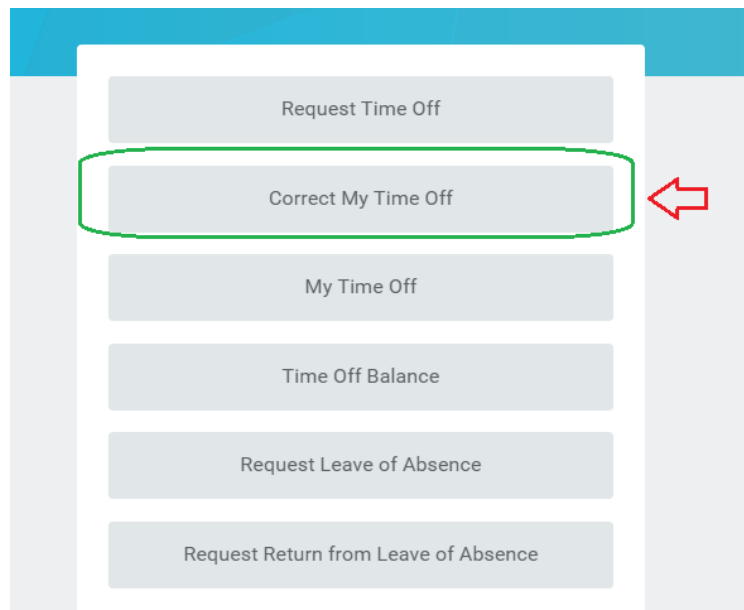
**\*Note – Depending on the selected time off plan, the system will prompt you to update additional required details. (e.g. for Sick Time off, you will be required to add the Cod Leave which can be found on the medical certificate).**

## How to correct a Time Off request

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



- c) Click on 'Correct My Time Off'



- d) Click on the time off request you want to change and make the correction by changing the unit under 'correction to requested' from 1 to 0. Add a short comment for the correction and hit **Submit**

## Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

Correct Time Off 82 of 94 Items

Date	Day of the Week	Type	Previously Requested	Correction to Requested	Unit of Time	Reason	Comment
04/23/2018	Monday	(1) Romania Personal Time Off	1	<input type="text" value="0"/>	Days		<input type="text" value="add a short reason"/>
03/29/2018	Thursday	(1) Romania Personal Time Off	0	<input type="text" value="0"/>	Days		<input type="text"/>
03/28/2018	Wednesday	(1) Romania Personal Time Off	0	<input type="text" value="0"/>	Days		<input type="text"/>
03/27/2018	Tuesday	(1) Romania Personal Time Off	1	<input type="text" value="1"/>	Days		<input type="text"/>
03/26/2018	Monday	(1) Romania Personal Time Off	1	<input type="text" value="1"/>	Days		<input type="text"/>
03/09/2018	Friday	(1) Romania Personal Time Off	1	<input type="text" value="1"/>	Days		<input type="text"/>
03/08/2018	Thursday	(1) Romania Personal Time Off	1	<input type="text" value="1"/>	Days		<input type="text"/>
03/07/2018	Wednesday	(1) Romania Personal Time Off	1	<input type="text" value="1"/>	Days		<input type="text"/>
03/06/2018	Tuesday	(1) Romania Personal Time Off	1	<input type="text" value="1"/>	Days		<input type="text"/>

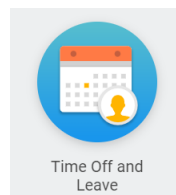
### III. Leave of Absence

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

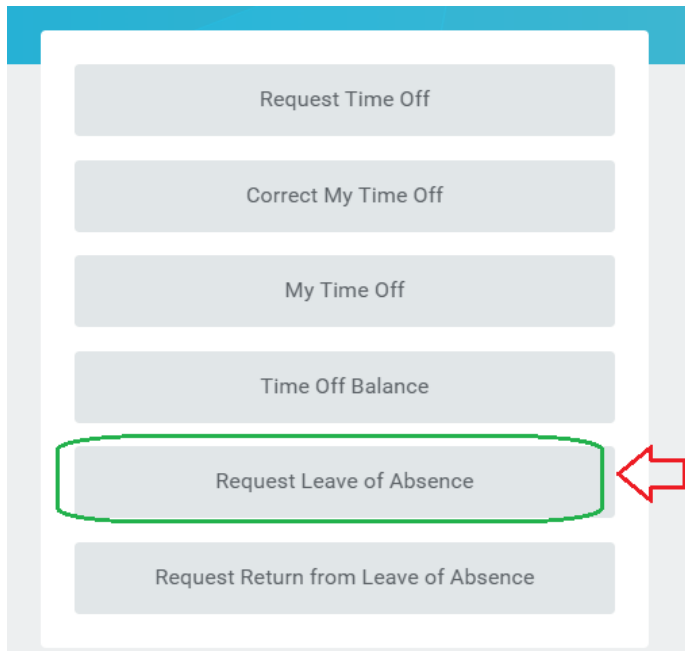
Leave Type	Found under	Special Observation
Family → Adoption	Leave of absence	
Family → Child Care (CIC)	Leave of absence	
Family → Maternity	Leave of absence	
Family → Supplemental Adoption	Leave of absence	
Family → Paternity	Leave of absence	
Medical → Medical Leave	Leave of absence	
Personal → Unpaid Leave	Leave of absence	eligible under certain circumstances

#### How to request a Leave of Absence


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

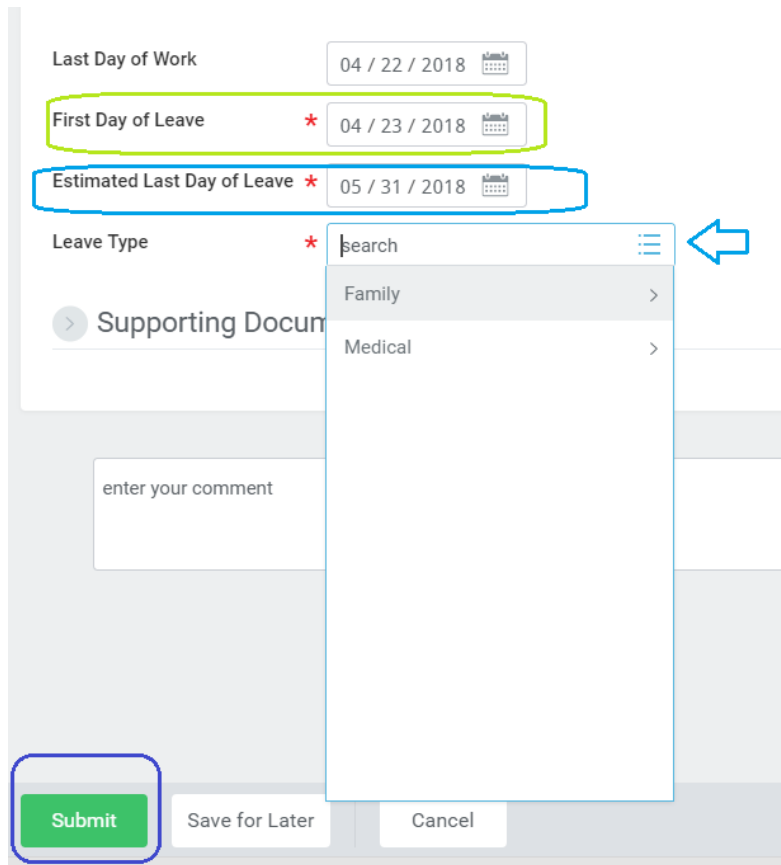


- c) Click on 'Request Leave of Absence'





- d) Enter the 'First day of Leave' and 'Estimated Last day of Leave'.  
Click the 'Leave Type' to view the leave menu and select the applicable leave type as shown below. Once all the details were entered, click on 



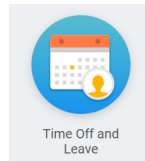
The screenshot shows a leave request form with the following fields and annotations:

- Last Day of Work:** 04 / 22 / 2018
- First Day of Leave:** 04 / 23 / 2018 (highlighted with a yellow box)
- Estimated Last Day of Leave:** 05 / 31 / 2018 (highlighted with a blue box)
- Leave Type:** A dropdown menu is open, showing options: Family, Medical, and a search field. A blue arrow points to the dropdown menu.
- Supporting Documents:** A section with a right-pointing arrow and the text "Supporting Documents".
- Comment:** A text area with the placeholder "enter your comment".
- Buttons:** At the bottom, there are three buttons: "Submit" (highlighted with a blue box), "Save for Later", and "Cancel".

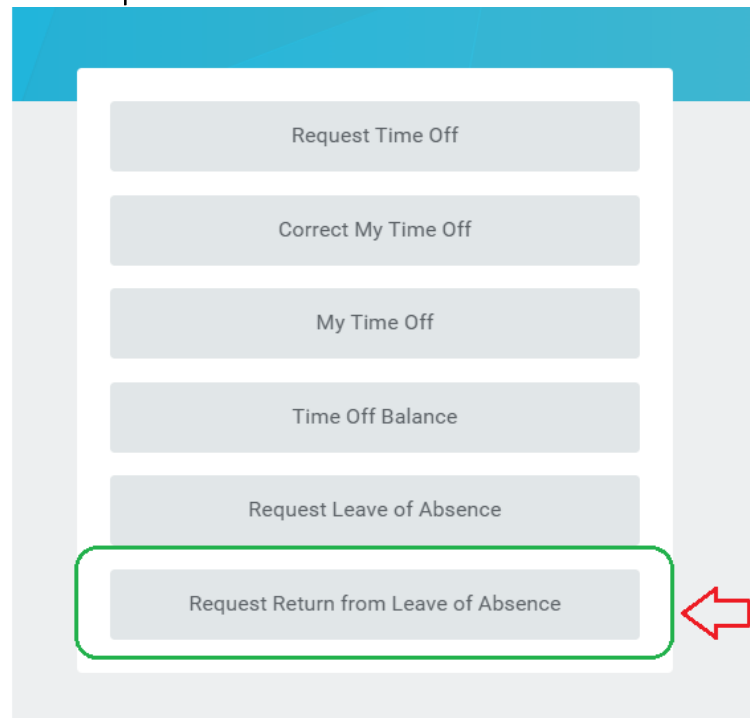
**\*Note – Depending on the selected leave type, the system will prompt you to update additional required details.**

## How to return from a Leave of Absence

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



- c) Click on 'Request Return from Leave'



d) Enter the 'Actual Last Day of Leave' and 'First Day Back to Work' and click on **Submit**

**Request Return from Leave of Absence** 1 (On Leave) Actions

First Day Back at Work

Leaves Returned From 1 item

Select	*Leave	First Day of Leave	Estimated Last Day of Leave	Actual Last Day of Leave
<input checked="" type="checkbox"/>	Medical > Medical Leave (04/02/2018)	04/02/2018	04/18/2018	<input type="text"/>

> Supporting Documents

enter your comment

**Submit** Save for Later Cancel