Workday – Time Off

Sick and Safe Leave (Time Off) – Temporary Employee

Howard County Public Schools ✪ Technology Department. ✪ Document ID No: WD143 ✪ Revision Date: 01/06/2020

! =*Warning* 🕒 =*Timesaver* ✉ =*Note*

About Time Off

The Maryland Healthy Working Families Act is a law which permits certain employees to use earned "sick and safe leave" for certain specified reasons. For more information, click HERE.

Workday is HCPSS's official system of record for time off. **Time Off** provides easy access to view your leave balance, as well as request and correct time off. Time off can be accessed from **Time Off** on your **Home** page or your **Employee Profile**. This document explains how to create a time off request using the **Time Off** application on your **Home** page.

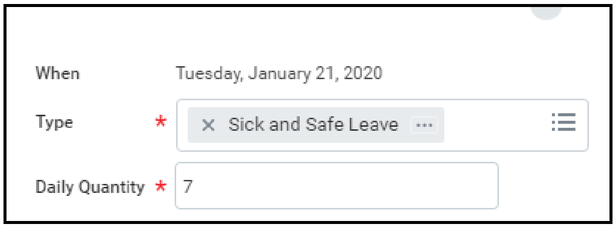
Create a Time Off Request

Time off is processed using a calendar view, enabling you to scroll through the months to make your selections.

1. Select **Time Off** from your **Home** page. Your current available leave balance for *Sick and Safe Leave*, as well as possible *Retro Temp Sick Leave* displays (as of the current date and does not include future time off requests). Retro time off balance displays only for your primary position.
2. Select **Time Off** in the **Request** column. The current month's *Request Time Off calendar* displays. Your current time off balance displays on the left side of the calendar.

✉ **NOTE**: Depending on your temporary employee status, you may have a time off balance in *Sick and Safe Leave*, as well as *Retro Temp Sick Leave*.

4. If necessary, navigate to the appropriate month using the **Previous** or **Next** ‹ › icons.
5. Select or click-and-drag on the calendar to select the days you wish to take off. To de-select a day, select the date again.
6. Select **Request Time Off** at the bottom of the screen. The number of days you request displays on the button to help confirm your request. The Request Time Off window displays.
7. In the **Type** field, select either **Retro Temp Sick** or **Sick and Safe Leave.** If you have a time off balance in *Retro Temp Sick*, it is recommended that you select that leave type first.



When Tuesday, January 21, 2020

Type * Sick and Safe Leave

Daily Quantity * 7

✉ **NOTE**: If selecting *Retro Temp Sick*, select your primary position in the **Position** field. Your primary position is displayed WITHOUT the (+) next to the position number.

8. In the **Daily Quantity** field, enter the amount of HOURS for each day requested.

✉ **NOTE**: Do not enter a comment in the **Comment** field or attach any documentation.

9. Select **Submit**. You time off request is approved and displays on your Time Off calendar.
10. Log off or return to your **Home** page.

Correct a Previously Approved Time Off Request

1. Select **Time Off** from your Home page.
2. Select **Time Off Correction** in the **Request** column. Your Time Off Calendar displays.
3. Select the day you wish to correct. The approved time off request will display with a green checkmark indicating the status of "*Approved*." The **Correct Time Off** window displays.
4. Perform any of the following:
    a. Select the **Remove Row** icon ⊖ to delete the entire requested time off.
    b. Select the checkbox of the row you would like to correct and make the appropriate modifications to the **Position**, and/or **Daily Quantity** fields.
5. Select **Submit**. This revised time off request displays on your Time Off
6. Log off or return to your **Home** page.