

# Workday - Requesting Voluntary Leave of Absence



If you need to extend your leave, please contact Corporate Benefits [benefits@structuralgroup.com](mailto:benefits@structuralgroup.com) to initiation that process.

1 From your worker profile, click "Actions" button

**Harry Potter**  
Tech 4  
**Actions**  
Team

**Summary**  
Job  
Compensation  
Benefits  
Pay  
Contact  
Personal  
Career

**Location**  
Maryland - Remote

**Manager**  
John Lunn

**Cost Center**  
40 Baltimore Structural

**Company**  
3 Structural Preservation Systems, LLC

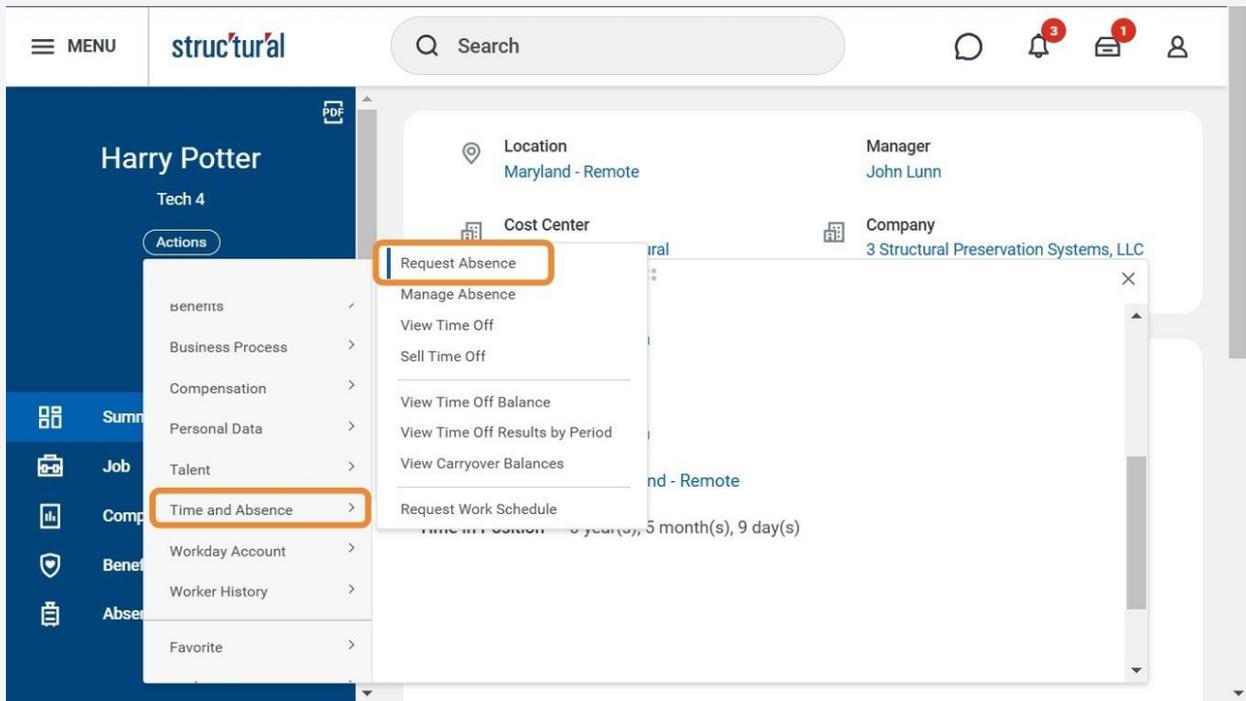
**Job Details**

Employee ID	100242
Supervisory Organization	Structural Group (Peter Emmons) >> John Lunn
Job	Tech 4
Business Title	Tech 4
Job Profile	Tech 4
Employee Type	Regular
Management Level	Individual Contributor
Time Type	Full time
FTE	100.00%
Location	Maryland - Remote
Hire Date	08/19/2024
Original Hire Date	08/19/2024
Continuous Service Date	08/19/2024
Length of Service	0 year(s), 5 month(s), 4 day(s)
Time in Position	0 year(s), 5 month(s), 4 day(s)
Time in Job Profile	0 year(s), 5 month(s), 4 day(s)

**Contact Information - Public**  
Work Address

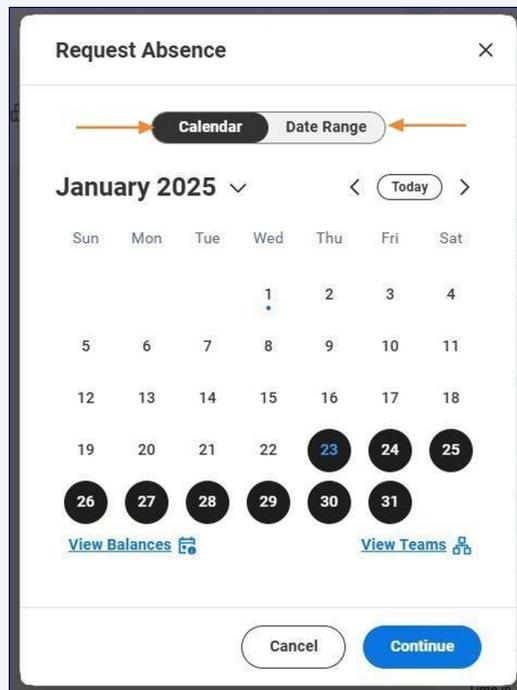
2

After clicking the Actions button, scroll to locate the "Time and Absence" button. Then click "Request Absence"



3

Click the days you want to request leave. You can request the days via Calendar view, or Date Range view.



#### 4 Date range view

The screenshot shows a mobile application interface for requesting absence. At the top, there is a title bar with 'Request Absence' and a close button (X). Below the title bar, there are two tabs: 'Calendar' and 'Date Range', with 'Date Range' being the active tab. Underneath the tabs, there are two input fields: 'Start Date' and 'End Date', both with a placeholder 'MM/DD/YYYY' and a calendar icon. Below these fields, there are two links: 'View Balances' with a calendar icon and 'View Teams' with a group of people icon. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

#### 5 Select the type of leave you are requesting

The screenshot shows a mobile application interface for requesting absence. At the top, there is a title bar with 'Request Absence' and a close button (X). Below the title bar, there is a back arrow and the text 'For Tammy Goldbeck (Myself)'. Below this, there is a date 'Wed, Jan 29'. Underneath the date, there is a section titled 'Type of Absence \*' with a search bar and a list of options: 'Disability', 'FMLA', 'Maternity Leave - Paid', 'Military Leave', and 'Voluntary Leave'. Each option has a radio button and a three-dot menu icon. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit Request'.

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The screenshot shows a mobile application interface for requesting absence. At the top, there is a back arrow and the title "Request Absence" with a close button. Below the title, the dates "Thu, Jan 23 – Fri, Jan 31" are displayed. The main section is titled "Type of Absence\*" and features a dropdown menu with "Voluntary Leave" selected. At the bottom of the form, there are two buttons: "Cancel" and "Submit Request".

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Comments are required. Attachments are not required, but recommended. Click Submit.

This screenshot shows the "Request Absence" form with more fields filled out. The "Type of Absence" is "Voluntary Leave". The "Last Day of Work" is "01/22/2025". The "First Day of Absence" is "01/23/2025". The "Estimated Last Day of Absence" is "01/31/2025". The "Request Amount" is "9 Days". The "Comment to Approver" field contains the text: "Comments are required to request a Leave of Absence. Attachments are not required, but recommended." Below this is an "Attachments" section with a dashed border and the text "Drop files here" and "or" above a "Select files" button. At the bottom, there are "Cancel" and "Submit" buttons.



After you have submitted, the Leave Request will be routed through the approval process.