

# Concept: Time Off

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## Overview

CCA workers can submit for time off for a number of reasons, including (but not limited to) vacation, doctor's visits, illness, jury duty, voting, and bereavement. Managers (and in some cases Human Resources) approve submitted time off requests.

### *Unpaid Leave*

**Exempt (salaried) employees** may also be eligible to take unpaid time off, such as for family, medical, or military leave. **Nonexempt (hourly) employees** can coordinate with CCA's Leave Administrator regarding any leave-related time off.

### *Further Info*

For definitions and eligibility details on each absence type, please see the "Time Off" section of the [CCA Staff Handbook](#).

# Time Off vs Time Tracking

*Time tracking* and *time off* are distinct concepts in Workday, but there is some limited overlap between them.

**Hourly (nonexempt) staff** can submit sick and vacation time in their timesheets up to three weeks in advance, in the same way that they report working hours.

Absence requests of all types can be managed in the ***Time Off*** worklet, where employees may access the time off calendar and other info, such as their accrued time off.

## Time Off Calendar Basics

The ***Request Time Off*** task is managed via a monthly calendar display.

- The current month displays by default, but you can use the left and right arrows to toggle between months.

- Click the **Today** button to return to the current month.
- Click the down arrow to the right of the month/year to quickly jump to different months and/or years.

To select days on the calendar, simply click on the day.

- You can click and drag to select multiple days in a row.
- Click on a selected day again to deselect it.
- Workday will remember your selections if you need to toggle months (but not if you exit the task).

When you've made your selections, click the **Request Time Off** button, then specify the type of time off being requested and the number of hours being taken per day.

## Workday Assistant Can Also Submit Time Off for You!

Workday Assistant can submit a time off request for you, too! Click the icon in the corner of your Workday screen to open the chat window,

then initiate your request by typing something like “I need a day off” or “time off.”