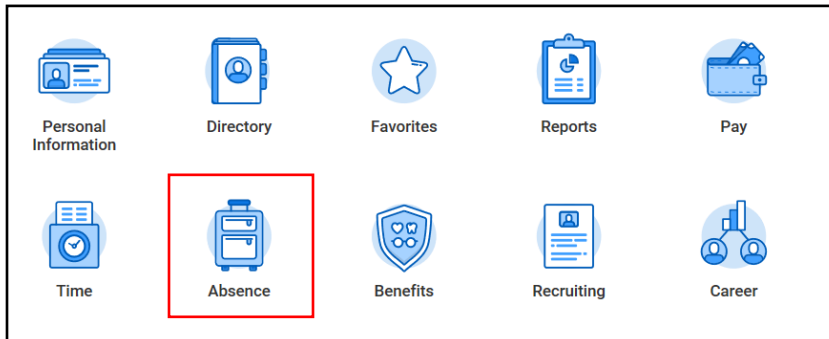


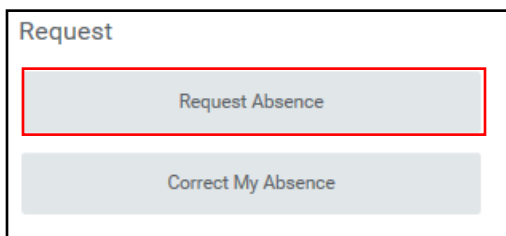
Absence: Time Off Request for Floating Holiday

Time Off Request

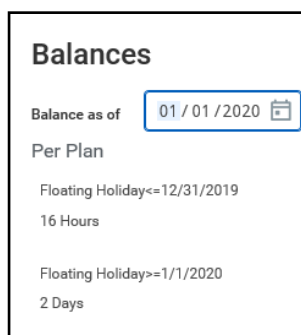
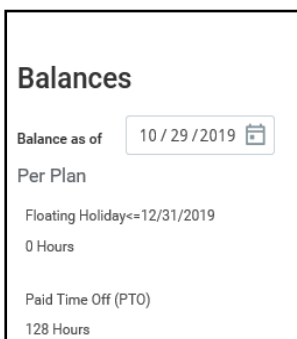
1. To get started, first navigate to the **Absence** application on the Workday homepage:



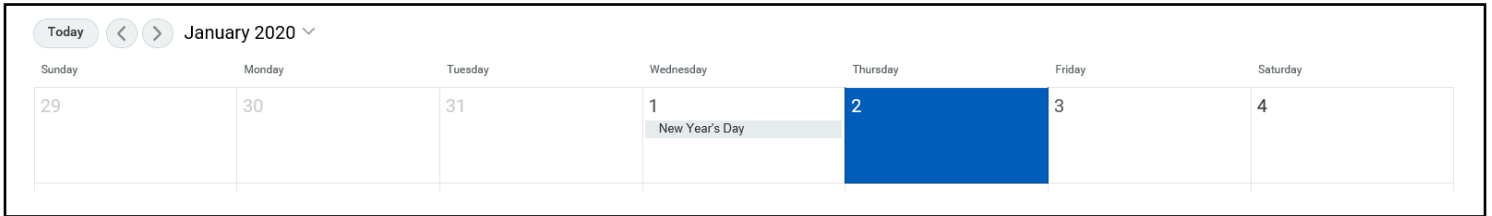
2. Here you have the option of requesting absences (or time off) and viewing absence information. To do so, click **Request Absence**.



3. Note that you can see your absence balances on the left side of the screen. If necessary, you can change the **Balance as of** date. If you change the Balance as of date to 1/1/2020, you will see the plan now reflects 2 days of **Floating Holiday >=1/1/2020**.
 - **NOTE:** Although the Floating Holiday <=12/31/2019 plan displays, it is inactive and will be removed at the beginning of the first full pay period in 2020 on 1/4/2020.



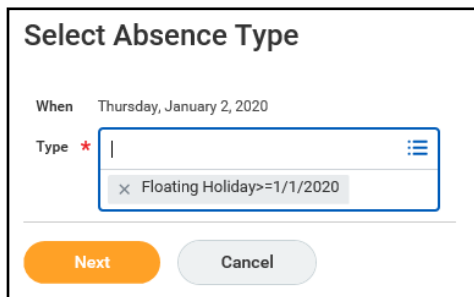
- Using the **Absence Calendar**, click the day(s) you would like to request a Floating Holiday. The selected day will appear highlighted in blue.



- Next, click the orange **Request Absence** button in the bottom left-hand corner. This button will update with the number of days selected on the calendar.



- A **Select Absence Type** pop-up will appear. In the pop-up window, click the Absence type from the dropdown menu.



- Click **Next**.

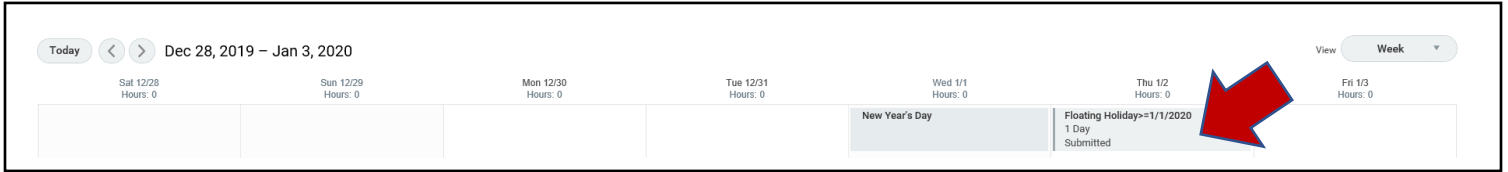
NOTE: You will not be able to make changes to the Floating Holiday quantity per day. The Quantity per Day will default to 1, which is equivalent to 8 hours on your timesheet. If you are a 10- or 12-hour shift worker, the Quantity per Day default to 1 will be equivalent to either 10 or 12 hours on your timesheet.

Total 1 day - Floating Holiday=>=1/1/2020						
Request 1 item						
	*From	*To	*Type	Quantity per Day	Total	
	01/02/2020	01/02/2020	x Floating Holiday=>=1/1/2020	1 day	1 day	Edit Quantity per Day



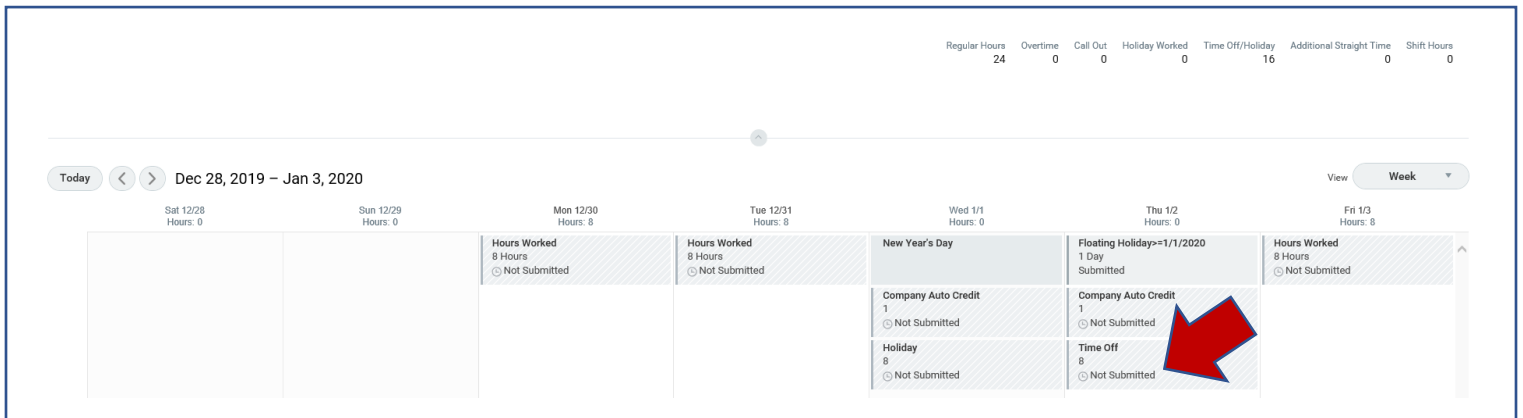
8. Once your Absence request is submitted for approval, it will display on your timesheet for the applicable period. See below examples for Exempt and Non-Exempt employees.

- **Exempt Employees:** If you are an **Exempt** employee and not eligible for Overtime, the Floating Holiday will display on your timesheet as 1 Day. There will be no time block created for the applicable hours.



The screenshot shows a weekly timesheet for the period Dec 28, 2019, to Jan 3, 2020. The days are: Sat 12/28 (Hours: 0), Sun 12/29 (Hours: 0), Mon 12/30 (Hours: 0), Tue 12/31 (Hours: 0), Wed 1/1 (Hours: 0, labeled 'New Year's Day'), Thu 1/2 (Hours: 0, labeled 'Floating Holiday=1/1/2020 1 Day Submitted'), and Fri 1/3 (Hours: 0). A red arrow points to the 'Floating Holiday' entry.

- **Non-Exempt Employees:** If you are a **Non-Exempt** employee and eligible for Overtime, the Floating Holiday will display on your timesheet as 1 Day. Once you enter worked hours for the week, a second time block will be created that shows the applicable hours (8, 10 or 12) for the Floating Holiday. Only Shift Workers will have 10 or 12. This time block is used to calculate your total hours worked in the week.



The screenshot shows a weekly timesheet for the period Dec 28, 2019, to Jan 3, 2020. At the top right, summary statistics are shown: Regular Hours: 24, Overtime: 0, Call Out: 0, Holiday Worked: 0, Time Off/Holiday: 16, Additional Straight Time: 0, Shift Hours: 0. The days are: Sat 12/28 (Hours: 0), Sun 12/29 (Hours: 0), Mon 12/30 (Hours: 8, 'Hours Worked 8 Hours', 'Not Submitted'), Tue 12/31 (Hours: 8, 'Hours Worked 8 Hours', 'Not Submitted'), Wed 1/1 (Hours: 0, 'New Year's Day', 'Company Auto Credit 1', 'Not Submitted', 'Holiday 8', 'Not Submitted'), Thu 1/2 (Hours: 0, 'Floating Holiday=1/1/2020 1 Day Submitted', 'Company Auto Credit 1', 'Not Submitted', 'Time Off 8', 'Not Submitted'), and Fri 1/3 (Hours: 8, 'Hours Worked 8 Hours', 'Not Submitted'). A red arrow points to the 'Time Off' entry on Thursday.

NOTE: As with other Time Off codes, i.e. PTO, Bereavement, etc., a Company Auto Credit will be automatically generated on Floating Holidays for employees who commute to work in a company vehicle.

