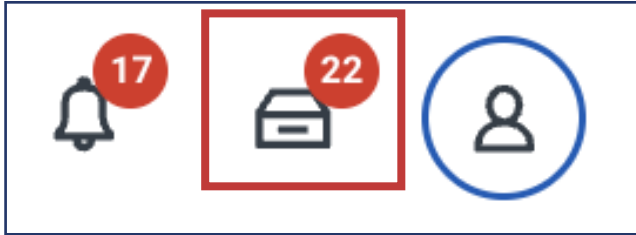


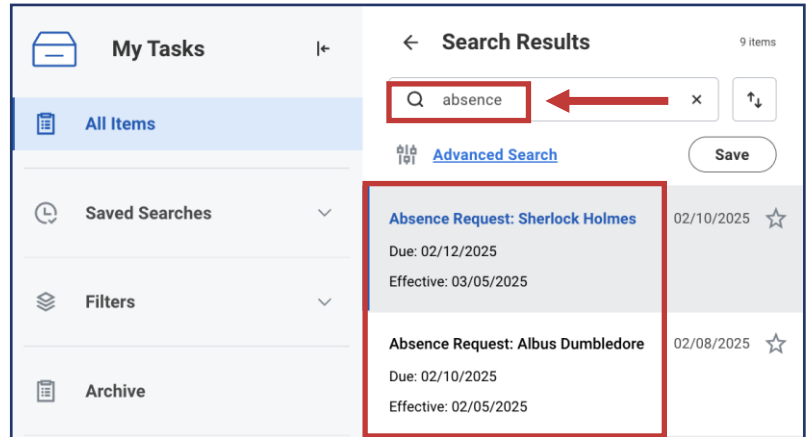
# HOW TO APPROVE OR DENY TEAM MEMBER ABSENCE REQUESTS

**IMPORTANT!** Leaders must approve OR deny team member absence requests by 7:00 am (AZ time) on the Tuesday of the pay week to ensure payroll is accurate. A reminder email from HR Support is sent on the Thursday before the pay week.

1. Log in to [Workday](#) > Click the “My Tasks” Inbox icon



2. Search “absence” in the inbox search bar > Click the absence request task



3. Review the absence request > Click **Approve** to approve the absence OR Click the three-dot icon > **Deny** > Enter a comment > **Submit** to deny the absence request

☆ ⚙️ 📄 Created: 03/19/2025 | Due: 03/21/2025 | Effective: 03/27/2025

**Review** Absence Request: Jane Doe ⋮

For Jane Doe

Overall Process Absence Request: Jane Doe

Overall Status In Progress

Due Date 03/21/2025

**Details to Review**

First Day of Time Off 03/27/2025

Last Day of Time Off 03/27/2025

Total 8 hours - Vacation

Request Details 1 item

Date	Day of the Week	Type	Requested	Unit of Time
03/27/2025	Thursday	Vacation	8	Hours

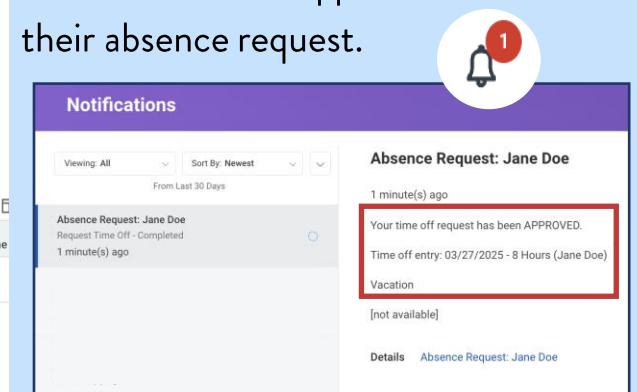
[View Balances](#)

> Previous Time Off Requests

enter your comment

[Approve](#) [Send Back](#) [Add Approvers](#) [Deny](#) [Cancel](#) [⋮](#)

**Note:** The team member will receive a notification in their Workday “bell icon” when their leader approves or denies their absence request.



**Deny**

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason \*

[Submit](#) [Cancel](#)