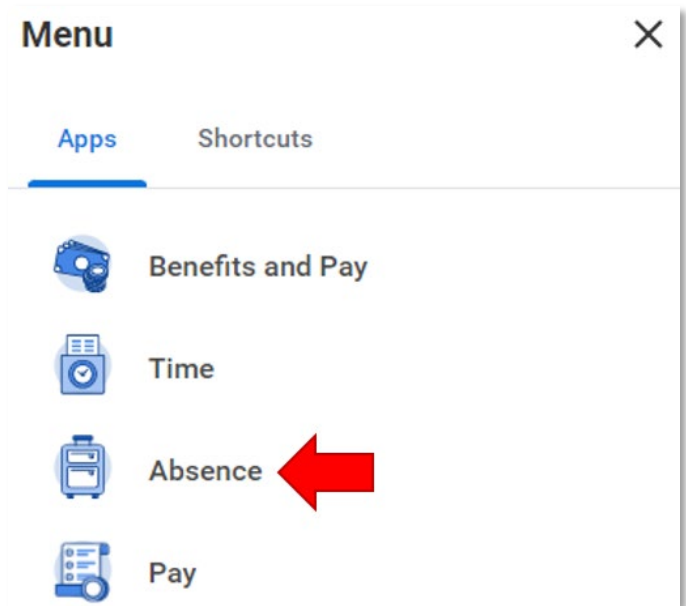
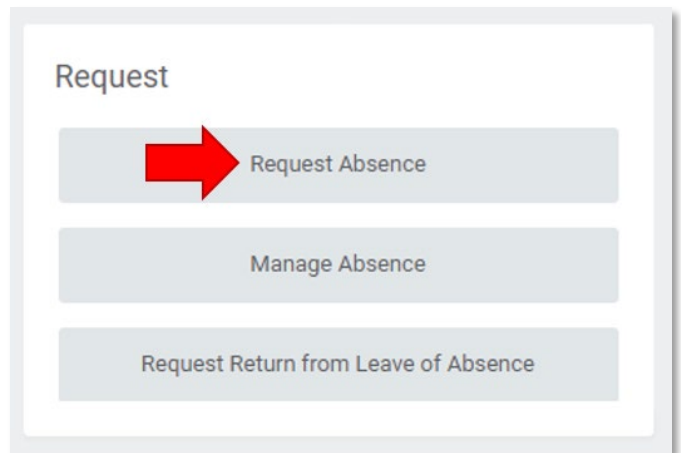


Benefitted employees are eligible for Paid Time Off. You must request your Vacation, Sick, and Holiday time in Workday. For more information on Paid Time Off policy, please visit our [HR website](#).

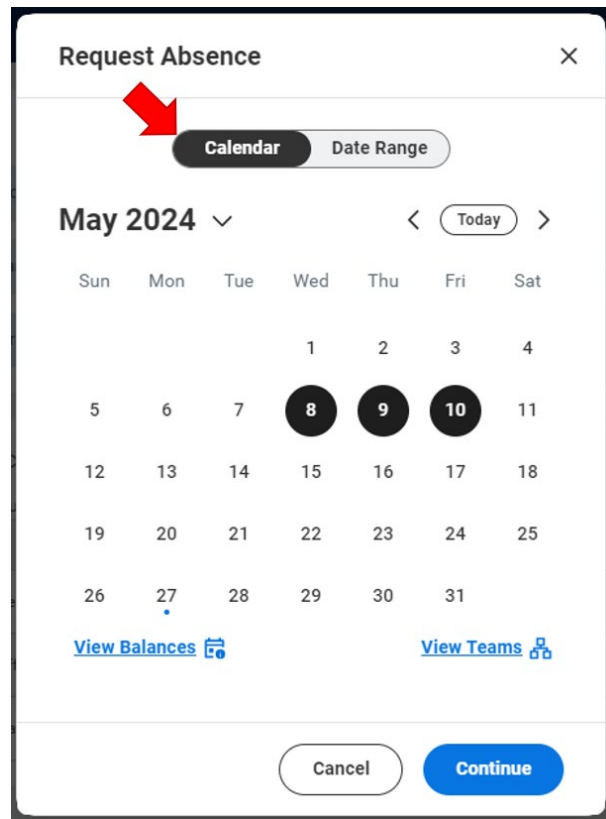
1. Go to the **Absence** app.



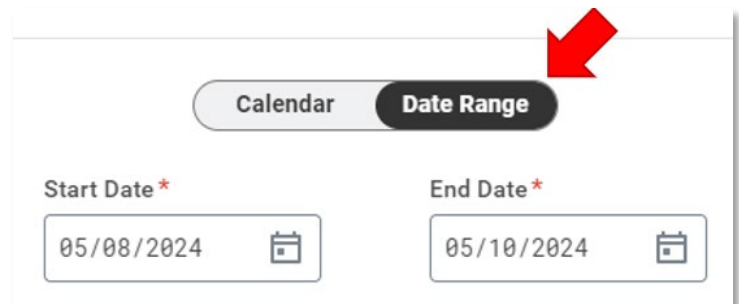
2. Select **Request Absence**.



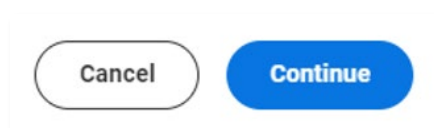
3. Navigate on the **Calendar** to day/s you wish to request off.



You can also click on **Date Range** and type in a date range you would like to request off.



4. Click **Continue**.





Request Time Off

5. Select your **Time Off Type**.

Click in the **Type of Absence box**, select **Time Off**, select the **time type** you wish to request.

Wed, May 8 – Fri, May 10

Type of Absence *

× Vacation

Hours (Daily)

8

6. Click **Submit Request**.

Total Request Amount: 24 Hours

Cancel Submit Request

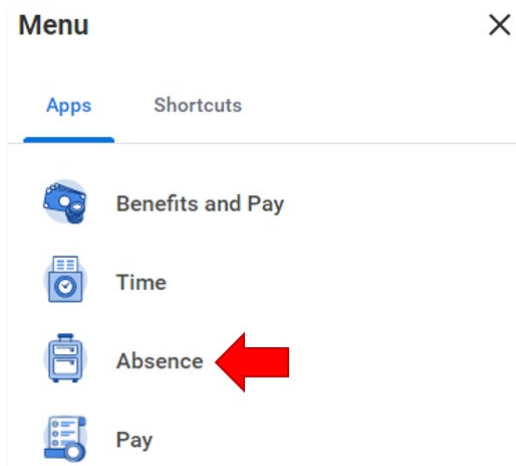
7. Your request will route to your **Time & Absence Approver** for approval.

Success! Request Submitted

Go to Calendar

You may view your Paid Time Off balance to see how much Vacation, Sick, and Holiday time you have available.

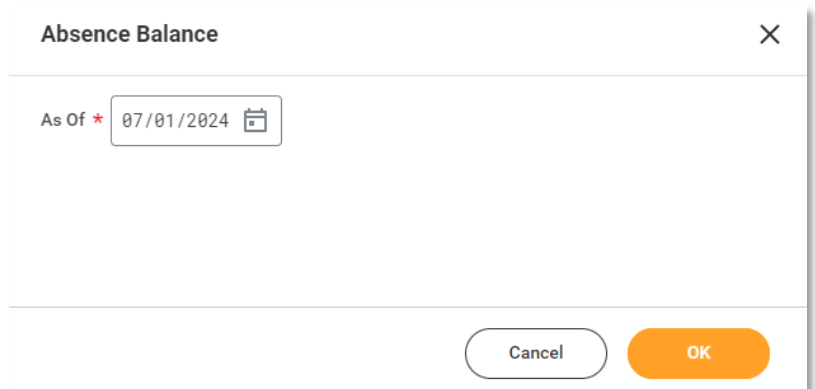
1. Go to the **Absence** app.



2. Select **Absence Balance**.



3. Select the **date** you would like to view your time off as of. Click **Ok**.





Request Time Off

- View the second to last box, **“Balance As of Date (Includes Events Awaiting Approval)”** for the best understanding of your Time Off balance as of the date you picked. This box will show you your Time Off balance as of your selected date, taking into account any pending Time Off requests you have.

Absence Balance Buzz Lightyear

Balance As Of Date 07/01/2024

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 3 items

Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period
Holiday Time Off Plan	Hours	0		24	16	8	0	0	0	8	8	07/01/2024 - 07/31/2024 (Monthly)
Sick Time Off Plan	Hours	0		40	40	0	0	0	0	0	0	07/01/2024 - 07/31/2024 (Monthly)
Vacation Time Off Plan	Hours	1.838065	0	65.46	20	47.298065	0	0	0	47.298065	23.298065	07/01/2024 - 07/31/2024 (Monthly)
Total:										55.298065	31.298065	

Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period
8	8	07/01/2024 - 07/31/2024 (Monthly)
0	0	07/01/2024 - 07/31/2024 (Monthly)
47.298065	23.298065	07/01/2024 - 07/31/2024 (Monthly)
Total:	55.298065	31.298065

Helpful Tip: You accrue 10.91 hours of Vacation at the end of each month. You will not accrue time in December, this way you can use all of your Vacation time by the end of December. You accrue a total of 120.1 hours per year. You may carry over up to 40 hours of Vacation time into the new year. Sick and Holiday time will not carry over.