



## Paid Time Away

Leaders eligible for the VUMC Incentive Plan should submit their Paid Time Away requests in Workday. These requests will route to your manager for approval. Follow the steps below to submit a request.

### Paid Time Away in Workday

From your Workday homepage:

1. Select **Menu**.
2. Select **Time Off and Leave**.
3. Select **Request Time Off**.
4. Select the requested date(s), and then select **Request Absence**.
5. Select Absence Type **Paid Time Away**, and then select **Next**.
6. (Recommended) Enter the **Reason** for Paid Time Away.
7. Select **Submit**.

**Note:** Time off approved by your manager will display with a green indicator. Time off requests submitted but not approved will display with a gray indicator.

**1** MENU

**2** Time Off and Leave

**3** Request Time Off

July 2022				
Mon	Tue	Wed	Thu	Fri
27	28	29	30	1
4	5	6	7	8
Holiday				
11	12	13	14	15
<b>4</b> Request Absence		20	21	22

**5** Select  
Time Offs  
 Intermittent FMLA Reporting  
 Paid Time Away  
 When  
 Type \* Search  
 Cancel Next

**6** Details for: Paid Time Away  
 Reason Search  
 Bereavement  
 Jury Duty  
 Other  
 Parental Time Off  
 Personal Time Off  
 Sick  
 Vacation  
 Search

**7** Submit Cancel