# Time Off (People Leaders)

When an employee in a Manager's Supervisory Organization submits a request for time off, the Manager will receive an inbox item in My Tasks for approving the time off request. Managers can view and manage time off requests for employees in their Supervisory Organization. Workday provides color coded calendar views for managers to see both requests and approved time off. Follow the steps below to review time off requests and access the time off calendar view.

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**Time Off**

From your homepage:

1. Select **My Tasks** .

2. Inbox Action items will display. Select the **Absence Request** inbox item for your employee.

3. You may review employee balances by selecting **View Balances.**

4. You may **Send Back** or **Approve** the Absence Request by making a selection here.

**Note**: Managers may view **Time off and Leave Calendar** by following the steps below:

5. From the Workday homepage, select the search box and search for **calendar.**

6. Select **Time Off and Leave Calendar.**

7. Current month calendar is now in view. Time off approved will display with a green indicator. Time off requests submitted but not approved will display with a gray indicator.



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## QUESTIONS?

Please email BusinessEducation@vumc.org.

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