![workday. VUMC BUSINESS EDUCATION]

Correcting a Leave of Absence (for Managers and FMLA Partners)

This guide explains how to Correct a Leave of Absence request in Workday.

Correct a Leave of Absence

1. From the Employee Profile page, select **Absence**.

2. Select the **Related Actions** button next to the **Leave of Absence**.

3. Hover over **Business Process**.

4. Select **Correct** to correct leave.

The **Correct Business Process** window will display for the selected worker.

5. Edit the required fields as needed.

6. Enter **Comments** as required.

7. **Attach** any supporting documentation.

8. Select **Submit.**

The task will be submitted and the leave will be corrected.
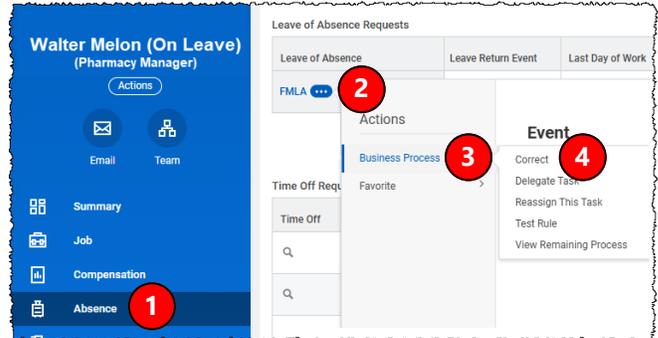
Correct Business Process

For	Walter Melon (On Leave)
Overall Process	Absence Request: Walter Melon (On Leave)
Overall Status	Successfully Completed
Worker	Walter Melon (On Leave)

Last Day of Work	02/09/2025
First Day of Absence *	02/10/2025
Estimated Last Day of Absence *	03/03/2025
Type *	× FMLA
Reason	× FMLA Personal

Supporting Data

Supporting Data 4 items

Description	Value as of First Day of Leave
Years of Service	6
Scheduled Weekly Hours	40
Balance Prior To Request	480
Hours Requested	128

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Attachments

Drop files here

or

Select files

Submit   Cancel