

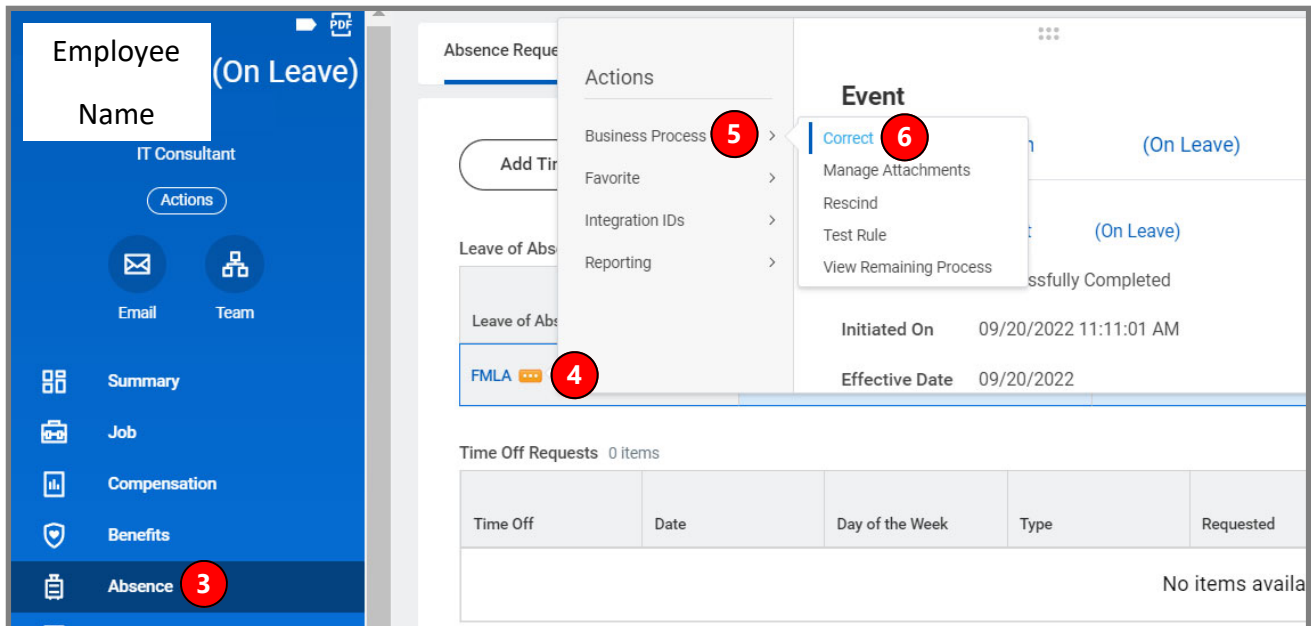
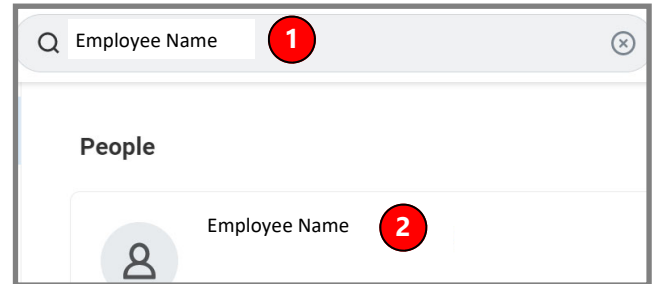


Correcting a Leave of Absence (for Managers and FMLA Partners)

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

Correct a Leave of Absence

1. Search the employee by typing their name in the **Search bar**.
2. Select the **Worker** from the drop-down.
3. Click **Absence**.
4. Click the **Related Actions** button next to the **Leave of Absence**.
5. Select **Business Process**.
6. Click **Correct** to correct leave.





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Correct Leave

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

6. Edit the required (*) fields.
7. Enter the reason in the **Reason** field.
8. Enter **Comments** as required.
9. Click **Submit**.

The task will be submitted, and the leave will be corrected.

Correct Business Process Absence Request Employee Name (On Leave) ⋮

For Employee Name (On Leave)

Overall Process Absence Reques Employee Name (On Leave)

Overall Status Successfully Completed

Worker (On Leave)

Last Day of Work 📅

First Day of Absence * 📅

Estimated Last Day of Absence * 📅 6

Type * ⋮

Reason ⋮ 7

Supporting Data ⋮ 📄 📱 📅

Supporting Data 4 items

Description	Value as of First Day of Leave
Years of Service	34
Scheduled Weekly Hours	40
Balance Prior To Request	480
Hours Requested	17.142858

8

Submit 9 Cancel

You have corrected

Up Nex Employee Name (On Leave) | Absence
 Reques Employee Name (On Leave) - Request...

[View Details](#)