

HOW TO CANCEL A LEAVE REQUEST

Cancel a Pending Leave Request:

A request was submitted and is pending waiting on leadership to process, but you want to change the requests. First, cancel the requests, then submit a new leave request form with the dates needed.

Steps to Cancel a Pending Leave Request:

1. Go to the Employee Self Service home page, from the menu items above the schedule calendar select **Quick Links** (note: this is not the WFM-Quick Links on the black toolbar)
2. Select View **My Recent Requests**
3. A Forms page opens in a new window & the last request you submitted is listed at the top in a Pending Status, select **Cancel**
4. Select **OK** to confirm that you want to cancel the request

The request is immediately canceled, and the original request is removed from the approvers' messages

Cancel a Leave Request that has Already Been Approved

Steps to Cancel an Existing Approved Day Off:

1. Go to the Employee Self Service home page, select **Leave Requests** to open a new Leave Request form
2. **Scroll down** to the bottom to view your Existing Approved Days Off
3. **Place a check** in the box next to each date you want to cancel
4. Select **Submit Request**
5. Select **OK** to confirm you want to cancel the selected dates, then select OK again to acknowledge the request has been submitted

Things to know about cancelling the approved time off:

- **This action is immediate!** If you were originally scheduled to work dates you cancelled, then the shifts return to the schedule as working and you will be expected to work.
- If the dates you cancelled did not have scheduled shifts for the dates cancelled, then the leave time is simply removed from your schedule.
- The Approvers for your team will be notified that you have canceled an **Existing Approved Day Off**.
- If you were using paid time off to cover the dates you canceled, those hours will automatically be added back to your balance in WFM and will be available to cover other requests.
- Any paid time off balances from requests that are cancelled in WFM will update balances in Workday from our nightly export.
- **You cannot submit a new requests for time off and request to cancel an Existing Approved Day Off on the same form:** The form will be rejected by the system.