

# Time off - Military

## Hour(s)/Day(s)

### Smart Guide



An employee can use Military Time Offs for intermittent military active, reserve, funeral duty and physical and military training. This guide is used for employees who are needing to take military time off intermittently, not a continuous leave of absence (Greater than 30 days).

#### Military Hours/Days

Note: Every employee gets 30 days paid military leave every year on January 1st. The first 30 days gone for military leave will be paid.

1. On the **Workday Home Page**, select the **Absence** Worklet.
2. Select **Request Absence**.
3. You can review how many days you have left for the current calendar year by looking at the **Balances** column on the left.
4. Select the days for your absence. You may:
  - a. Click on one or more days
  - b. Click and drag to select multiple days
  - c. Click on a selected day to deselect it

- d. Click the **Select Date Range** button in the upper left hand of your screen to enter an extended date range. (This is useful when entering an absence request that might extend into a different month or over a long period.)

5. Click the orange **# Days - Request Absence** button in the lower left hand of your screen. The number of days you requested dynamically displays on the button to help confirm your request.
6. Click in the **Type** field to select the **Regular Time Offs>Military Hours**.
7. Click **Next** to continue or **Cancel** to go back.
8. Click + sign on **Request** Table to add a row.

Note: You must add the **Military Days** or the request will not let you submit and an error will appear.

9. Enter the below information:
  - a. **From**
  - b. **To**
  - c. **Military Days**

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Note: This will default based on your selected days.

10. Review the information and **Edit Quantity per Day** to adjust the hours taken, if necessary.

11. Enter Comments, if applicable – provide a copy of your training schedule or military document to your Manager.

Note: You as the employee will not be able to upload directly to the time off request. \*

12. Click **Submit** to submit the request for approval or **Cancel** to go back to your Absence Calendar.

13. This will route to your Manager and then to the Leave Manager to review and approve before showing approved on the Absence calendar.

\*If orders are for less than 30 days or a training schedule is provided, in addition to providing your document to your Manager, you must also upload to Maintain Worker Docs on your Worker Profile. *(These documents are for HR use only)*

a. From the **Worker Profile**, select the Actions **button**.

b. Scroll to Worker History and hover.

c. Select **Maintain Worker Documents**.

d. Choose **Add**.

e. Choose **Select File**.

f. Select **Ok**.

You have successfully completed the Military Day(s) process. If you have used all 30 days or you have questions, then please reach out to your HR Partner.