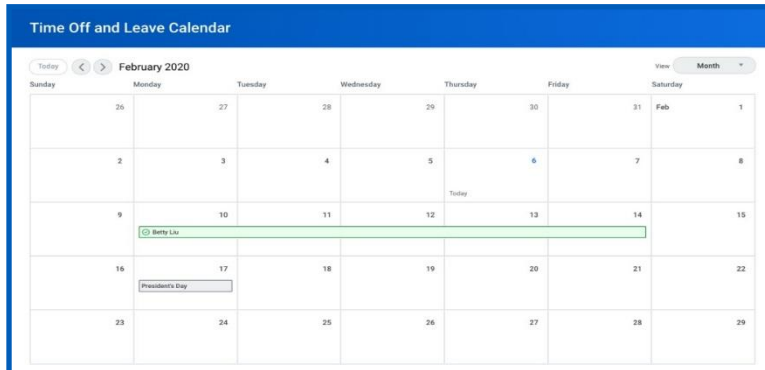Managers can correct a submitted and approved leave of absence request for an employee that report directly to them.

CORRECT LEAVE OF ABSENCE FOR AN EMPLOYEE

From the Team Time application:

1. Click **Time Off & Leave Calendar** under View. The Time Off and Leave Calendar displays.

2. Find the employee on the leave calendar that needs their leave of absence corrected.

3. Click on the employee's leave of absence entry in the calendar. The employee's leave details display.

4. Identify the change you want to make.

5. Once you have checked the box or all boxes, click the minus sign. This will remove the date or dates from your request.

6. Enter a comment. This step is required for a correction. Also, you may have to attach documents when correcting Time Off or Leaves of Absence.

7. Click **Submit**, then **Done**.

Note: Once done, click submit and the request will be rerouted back through the approval process. The Correct Leave of Absence changes will be routed to the manager's manager for approval.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.