

Employee: Request or Correct Sabbatical

Using Workday Desktop or Mobile App.



Help



• [Workday Login](#)

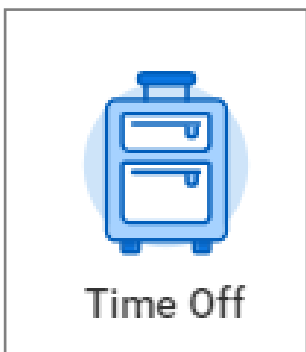


• Training materials [The Bridge](#)



Help

• Contact MyHR by clicking on the 'Help' Workday Worklet or Click [here](#)



Icon Definitions

	Mandatory Field		Home
	Related Actions		Gear/Action Icon
	Edit		Prompt
	Add Row/ Document		Remove
	Expand/ Contract		Print to PDF
	Save		Restore
	Graph Reports		Filter Reports

Information

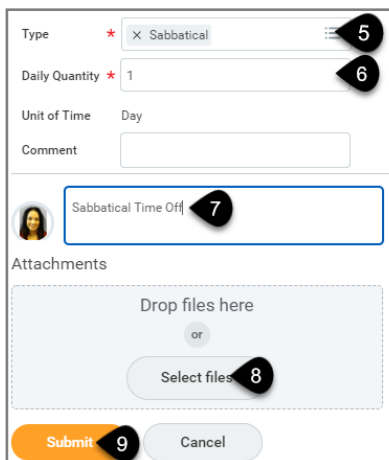
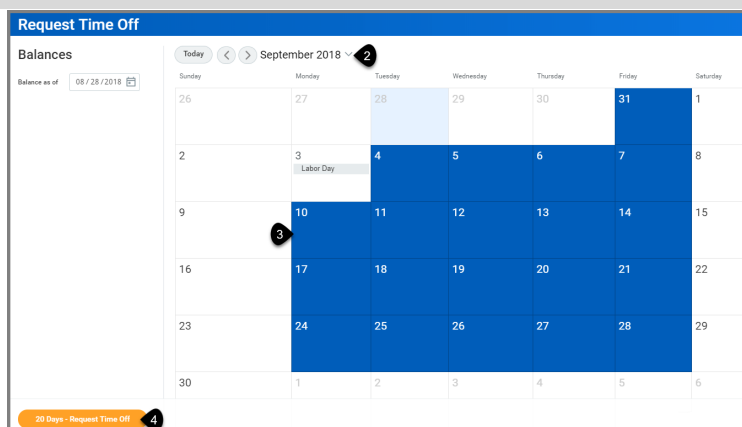
All Sabbaticals need to be entered into Workday regardless of what system you request Time Off. You may create your request for Sabbatical Time Off up to 3 months prior to your eligibility date. If needed, you can apply for a Sabbatical extension after the eligibility period has expired. [Sabbatical Policy](#)

Steps to Take

Request Time Off:

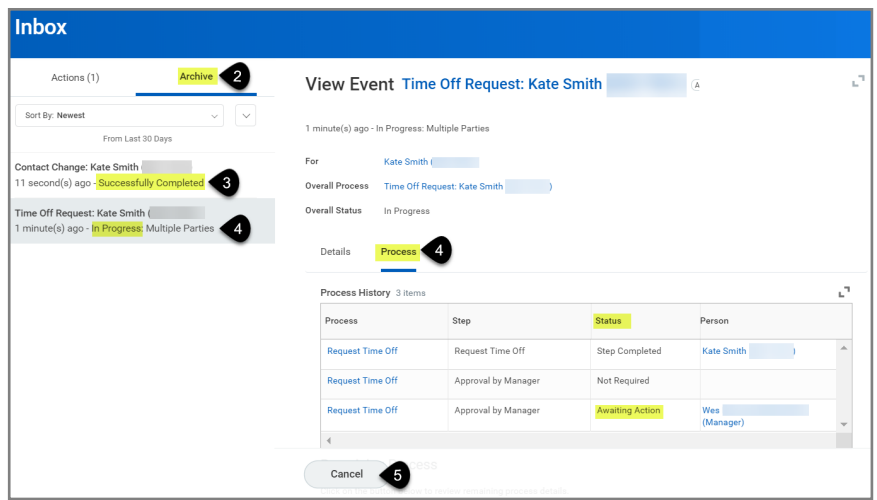
1. Select **'Time Off'** icon > Select **'Time Off'** button.
2. Navigate to the month to initiate the time off.
3. Sabbatical requests MUST be entered as 20 Business days in 4 Consecutive Weeks regardless of your schedule (8 or 10 hour days). To unselect days, click on the specific days to be removed.
 - If located in Israel, you can select Sun-Thursday dates.
 - All other locations, must select Mon-Fri dates. Even if you work 4 day/10 hour shift you must still enter in a 5 day work week for your Sabbatical Time Off.
 - If there is a Holiday (Public) during your Sabbatical, you will need to leave that Holiday day unmarked and then add a date at the end to make it 20 days.
4. Select **'20 Days—Request Time Off'**.
5. **'Type'**: Select **'Sabbatical'**.
6. **'Daily Quantity'**: 1 Day will default in. Do not change.
7. Enter **'Comment'** next to your photo.
8. If applicable, attach supporting documentation.
9. Select **'Submit'**.

The request will route to your manager to approve.



View Transaction Status & Cancel if Not Approved:

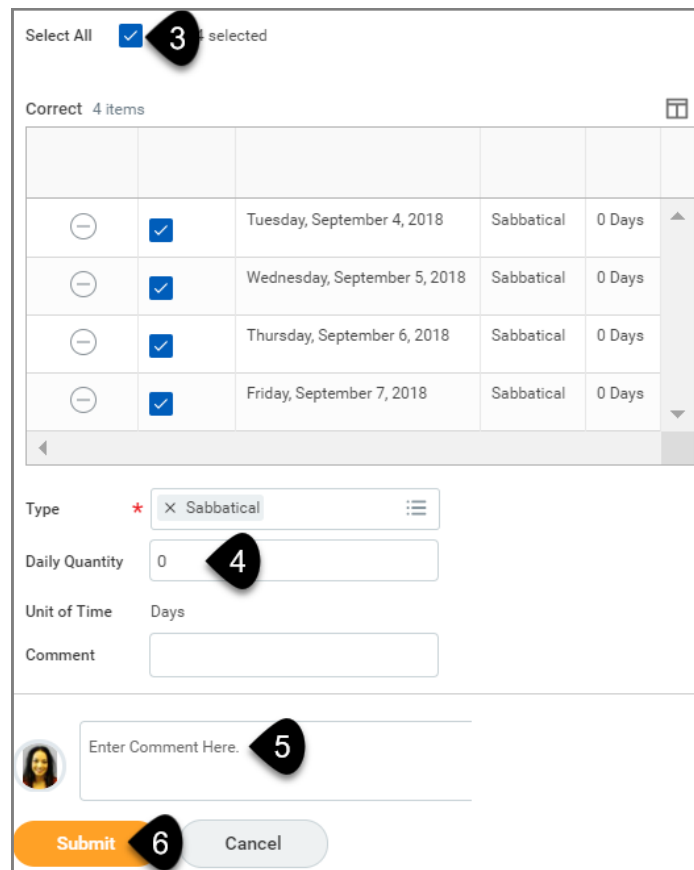
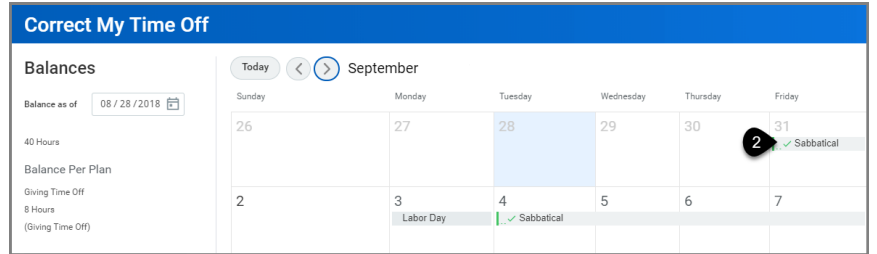
1. Log into [Workday](#).
2. Select 'Inbox' icon.
3. Select 'Archive' tab > Select and review the transaction:
4. If transaction is 'Successfully Completed', the changes have been made/approved in the system.
5. If transaction is 'In Progress', select the 'Process' tab to review with whom the transaction is 'Awaiting Action' for approvals.
6. To cancel the transaction, only if the transaction is 'In Progress' you may select 'Cancel'. It is required to enter a **comment**, then hit 'Submit'.



Correct Approved Sabbatical Time Off:

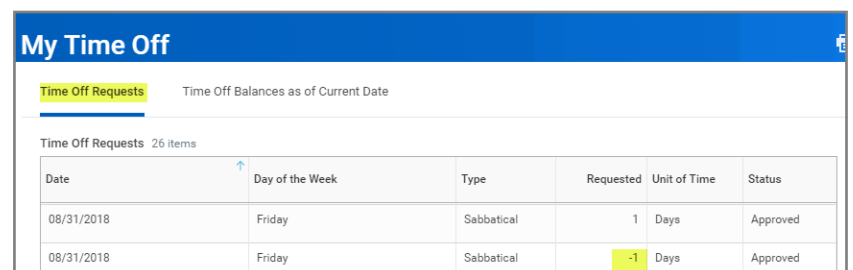
1. Select 'Time Off' icon > select 'Time Off Correction'.
2. You are brought to a calendar view. Click on the first row of approved Sabbatical.
3. Check the box next to the date(s) that would like to correct or check box next to 'Select All'.
 - **Note:** You can remove an entire week of Sabbatical at a time, however each week will need to be selected and completed individually.
4. **Daily Quantity:** Enter '0'.
5. Enter '**Comment**' next to your photo.
6. Click 'Submit'.

The correction will route to your manager to approve. Repeat this process for each week of your Sabbatical to remove the entire Sabbatical. Once approved, the Sabbatical grey bar will remove from your calendar view.



Verify Sabbatical Time Off has been cancelled:

- Once it has been approved by your Manager – you can verify your Sabbatical has been canceled.
1. Select 'Time Off' icon > Select 'My Time Off'.
 2. Under 'Time Off Requests' tab you will view a matrix of all the approved requested & corrected Time Off dates.
 3. Those that have been corrected are located under 'Requested' column with a negative '-' sign prior to the number.



Continued..

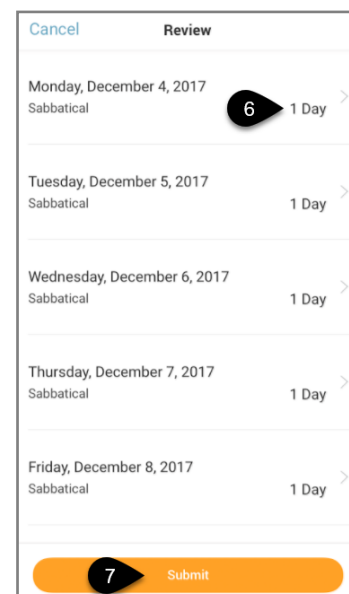
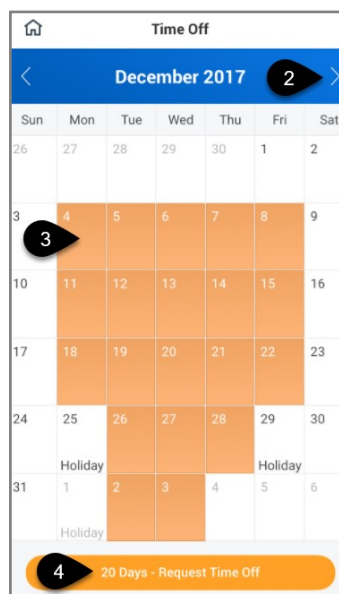
Workday Mobile to Request Sabbatical:

Download [Workday App Guide](#).

Note: Icons vary slightly between iOS and Android devices. The location of icons are the same on both devices.

Request Sabbatical on Workday Mobile:

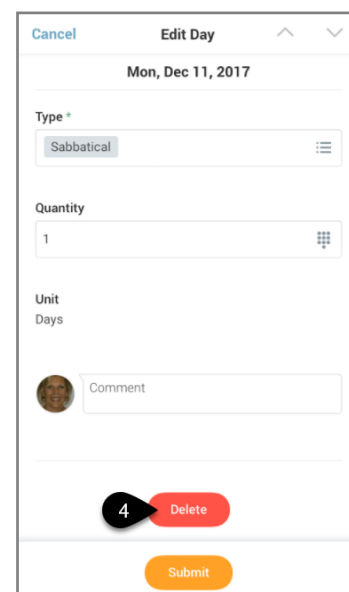
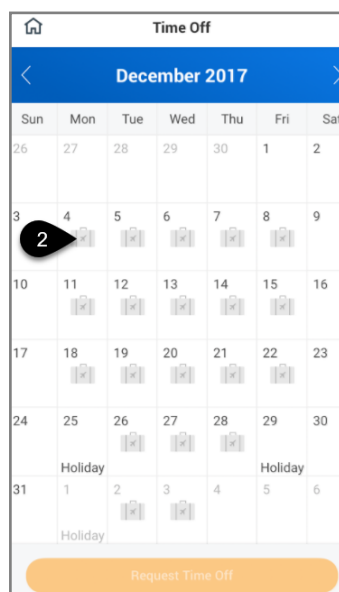
1. Select **'Time Off'** icon.
2. Using the arrows at the top corner of the screen, navigate to the month to initiate the time off.
3. Select the consecutive 20 date(s) you would like to take time off. The dates will highlight in orange.
 - Sabbatical requests **MUST** be entered as 20 Business days in 4 Consecutive Weeks regardless of your schedule (8 hour days or 4/10's etc.).
 - If you work a 4/10 shift you must still enter in a 5 day work week for your Sabbatical Time Off – regardless of what days of the week they are.
 - If there is a Holiday (Public) during your Sabbatical, you will need to leave that Holiday day unmarked and then add a date at the end to make it 20 days.
 - To unselect days, click on the date
4. Select **'20 Days—Request Time Off'**.
5. **'Type:** Select **'Sabbatical'**.
6. **Review:** 1 day will default in, do not change.
7. Select **'Submit'**.



The request will route to your manager to approve.

Correct Approved Sabbatical on Mobile:

1. Select **'Time Off'** icon.
2. **Time Off:** You are brought to a calendar view. Click on the grey icon showing the time off you would like to correct.
3. Next screen, select edit (pencil) icon.
 - Note: On Mobile, you are only able to edit one day at a time. On desktop, you are able to edit one week at a time.
4. **Edit Day:** Select **'Delete'** button.
5. Enter **'Comment'** next to your picture to let your manager know why there is a change.
6. Click **'Submit'**.



The correction will route to your manager to approve.