

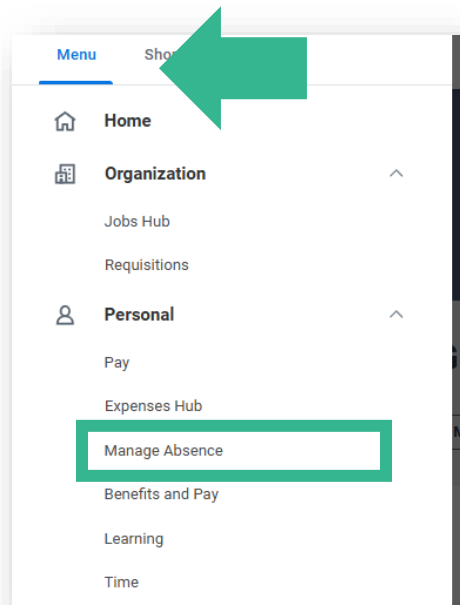
Manage Absence: Request Time Off in Workday

Creative Circle provides sick time to candidates whose assignment work location is subject to such leave laws. Visit our [Candidate Info page](#) for more information. Questions regarding sick leave can be sent to the applicable Payroll team:

- ETPayroll@creativecircle.com
- CTPayroll@creativecircle.com
- MTPayroll@creativecircle.com
- PTPayroll@creativecircle.com

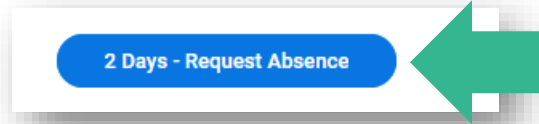
Whether logging sick days, you will follow the request process below.

Step 1: Navigate to **Menu** in the top right-hand corner and select **Manage Absence**.



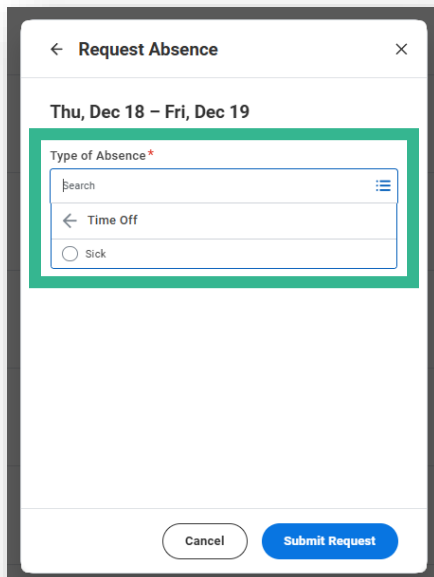
Step 2: Click on the **Date and Time** you would like to request your absence. After selecting dates, click **Request Absence** on the bottom left-hand corner.

Thursday	Friday	Saturday
3	4	5
10	11	12
17	18	19
		20

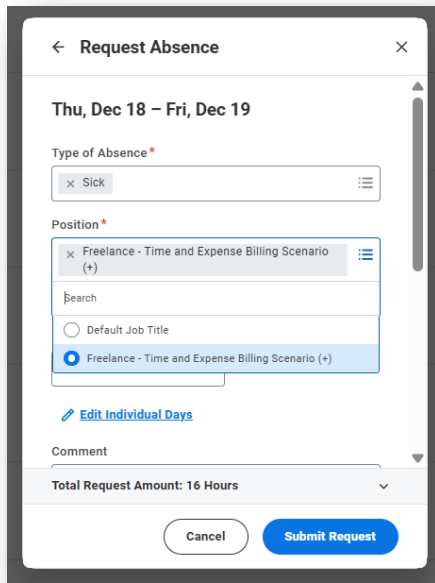


Step 3: This will launch the **Request Absence** task.

- Select the **Type of Absence**.



Step 4: Select the position that you're using accrued time off from.



Step 5: Enter the number of **Hours** being requested off and click **Submit Request**. Your request will be sent to Payroll for approval.

NOTE: You will not be able to edit your pending absence request until it's been approved. If you need assistance, please contact the applicable Payroll team:

- ETPayroll@creativecircle.com
- CTPayroll@creativecircle.com
- MTPayroll@creativecircle.com
- PTPayroll@creativecircle.com

Request Absence

Thu, Dec 18 – Fri, Dec 19

Type of Absence*
x Sick

Position*
x Freelance - Time and Expense Billing Scenario (+)

Hours (Daily)
8

[Edit Individual Days](#)

Comment

Cancel

Submit Request



Success! Request Submitted

Go to Calendar