CANCEL A SUBMITTED TIME OFF REQUEST

You can cancel submitted, but not yet approved, time off requests. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to access the unified absence calendar.

2. Click the time off entry on the calendar.
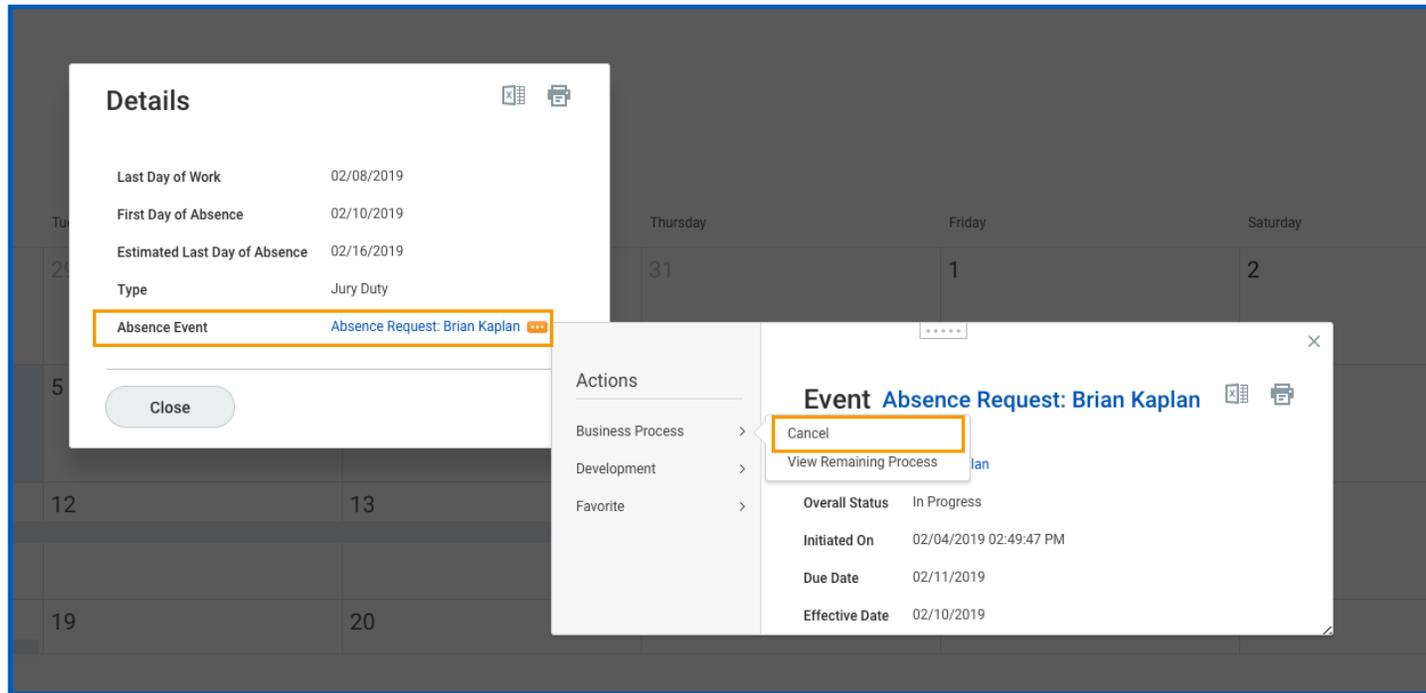
3. Click **Cancel this Request**.

4. Enter a comment. Workday requires a comment for cancelations.

5. Click **Submit**, then **Done**. The process does not require further approval.

CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

You can cancel submitted, but not yet approved, leave of absence requests. Once approved, you must correct the request to cancel it. From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to open the unified absence calendar.

2. Click the leave of absence entry on the calendar.

3. Click the Absence Event's **Related Actions**.

4. Click **Business Process** > **Cancel**.

5. Enter a comment. Workday requires a comment for cancelations.

6. Click **Submit**, then **Done**. The process does not require further approval.

Note: As shown, the user experience to cancel an absence request is different from a time off request when initiated from the absence calendar. It is also possible to cancel both time off and leave of absence requests in the same manner. From your Inbox Archive tab, access the absence request and click Cancel to initiate the cancellation. The Archive tab only includes absence requests completed within the last 30 days.