Paid Time Away

Leaders eligible for the VUMC Incentive Plan should submit their Paid Time Away requests in Workday. These requests will route to your manager for approval. Follow the steps below to submit a request.

Paid Time Away in Workday

From your Workday homepage:

1. Select **Menu.**
2. Select **Time Off and Leave.**
3. Select **Request Absence**.
4. Select the requested date(s), and then select **Continue**.
5. Select **Type of Absence**.
6. (Recommended) Enter the **Reason**.
7. Enter **Days**.
8. Select **Submit Request**.

Note: Time off approved by your manager will display with a green indicator. Time off requests submitted but not approved will display with a gray indicator.