

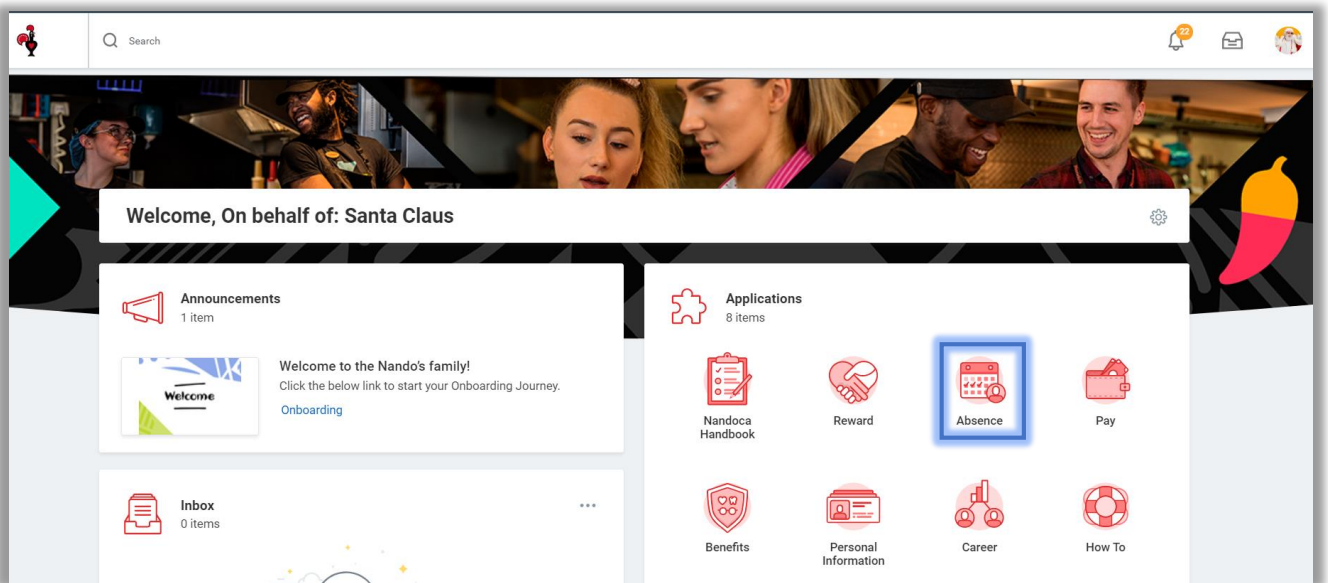
How to request Paternity leave in Workday

All Nandocas

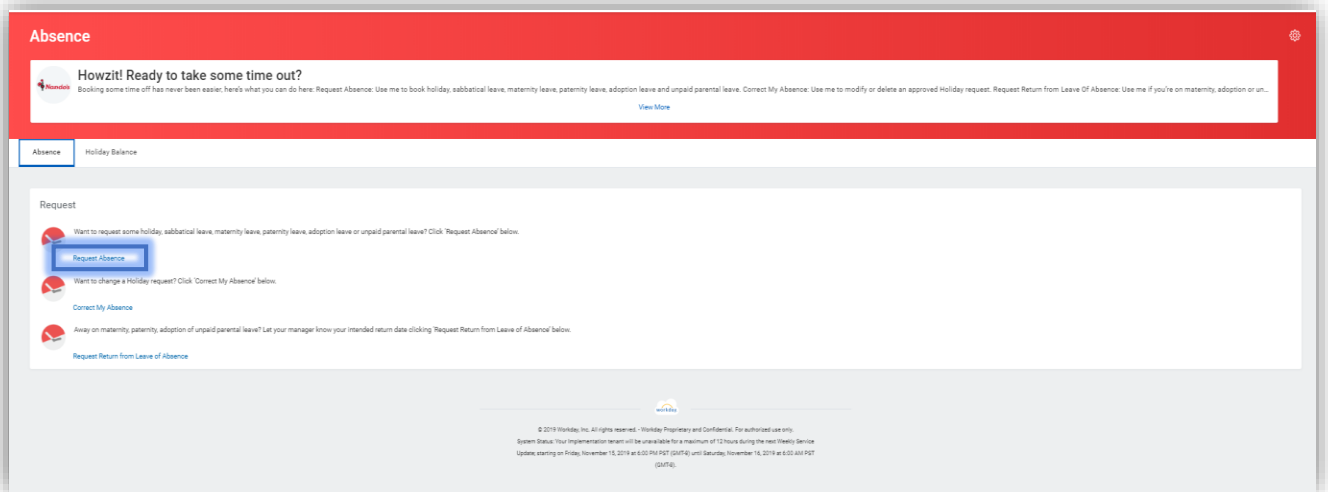


1.0 Requesting Paternity Leave

Navigate to your absence calendar.

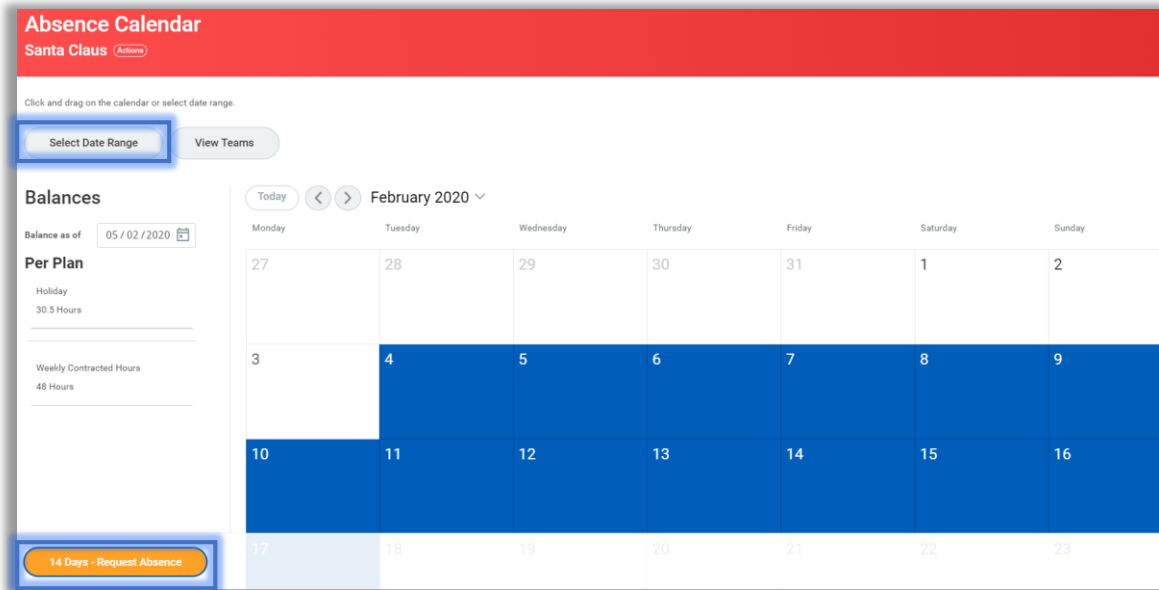


Click **Request Absence**.

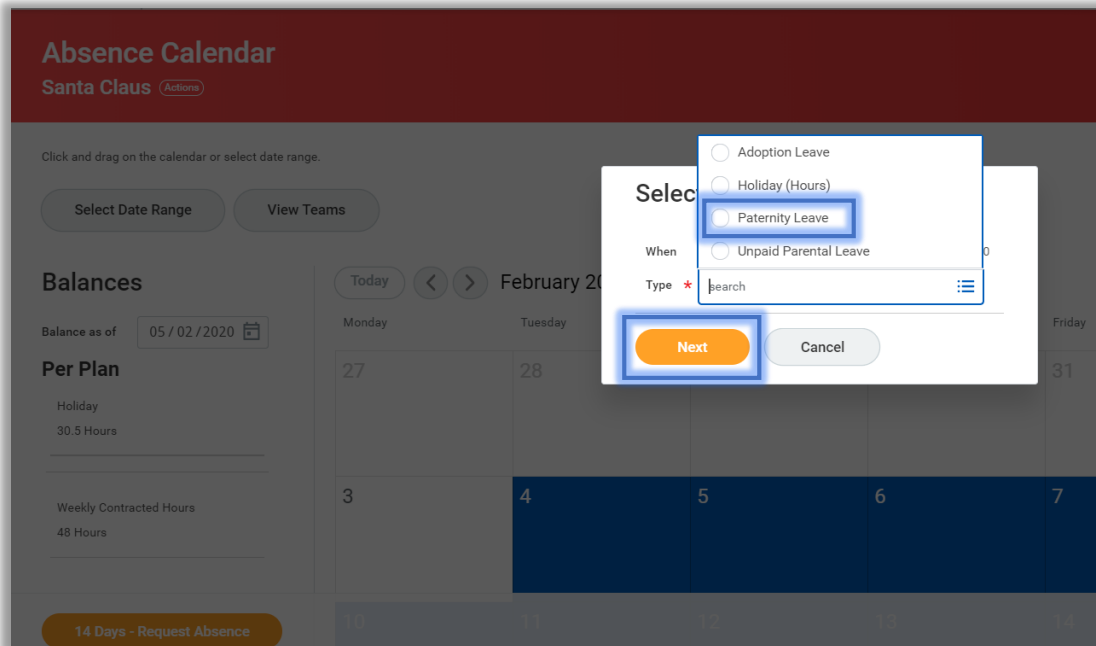


1.0 Requesting Paternity Leave

Once you have navigated to the absence calendar, select the dates for your paternity request either by highlighting the dates or clicking on **Select Date Range**.
Once dates are selected click **Request Absence**.



Select **Paternity Leave** and click **Next**.



1.0 Requesting Paternity Leave

In the **Reason** drop down, select the reason for the Paternity Leave request.

Total 14 Days - Paternity Leave

Request 1 item

*From	*To	*Type	Total
04/02/2020	17/02/2020	X Paternity Leave	14 days

Details

Last Day of Work 03 / 02 / 2020

Reason *

Additional Fields

Expected Due Date DD / MM / YYYY

Child's Birth Date DD / MM / YYYY

Adoption Placement Date DD / MM / YYYY

Date Child Entered Country DD / MM / YYYY

Adoption Notification Date DD / MM / YYYY

Week of Confinement * DD / MM / YYYY

enter your comment

Attachments

Submit Cancel Drop files here

Enter **Expected Due Date** (as per MAT B1 form)

Enter **Week of Confinement** date (Sunday before the baby due date)

Additional Fields

Expected Due Date 03 / 02 / 2020

Child's Birth Date DD / MM / YYYY

Adoption Placement Date DD / MM / YYYY

Date Child Entered Country DD / MM / YYYY

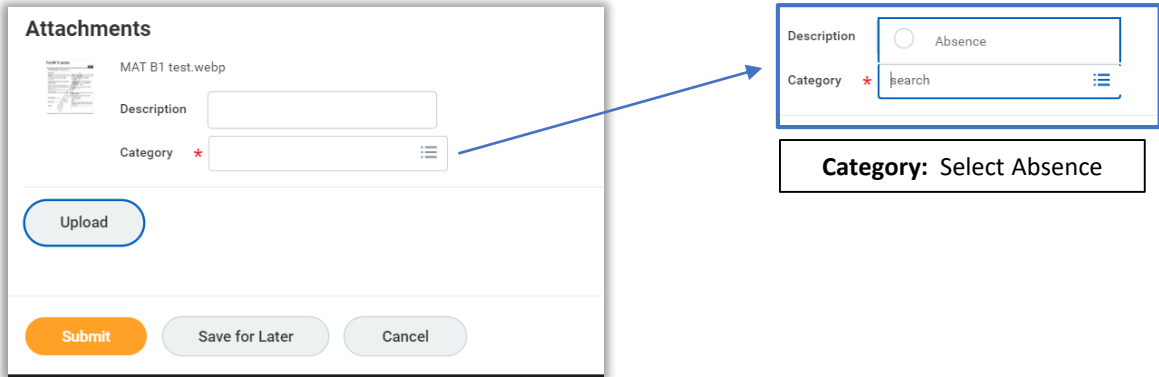
Adoption Notification Date DD / MM / YYYY

Week of Confinement * 02 / 02 / 2020



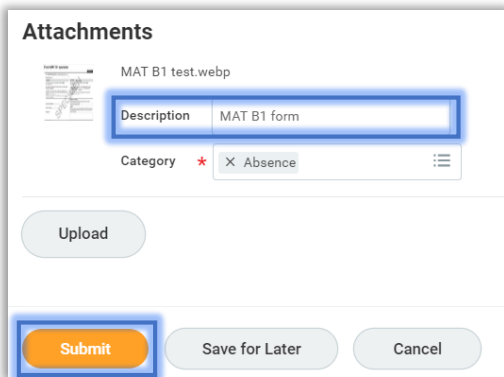
1.0 Requesting Paternity Leave

In **Attachments** upload the MAT B1 form.



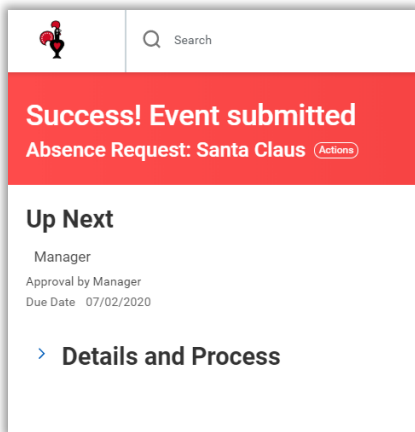
The screenshot shows the 'Attachments' form. The file name is 'MAT B1 test.webp'. The 'Description' field is empty. The 'Category' dropdown menu is open, showing a search bar and the option 'Absence'. A blue callout box highlights the 'Absence' option and the search bar, with the text 'Category: Select Absence' below it.

Type a **Description** to help identify the document and click **Submit**.



The screenshot shows the 'Attachments' form with the 'Description' field filled with 'MAT B1 form'. The 'Category' dropdown menu is now closed and shows 'Absence' selected. The 'Submit' button is highlighted with a blue box.

The event has now been submitted and you need to wait for your manager to approve it.



The screenshot shows a success message: 'Success! Event submitted' with 'Absence Request: Santa Claus' and an 'Actions' button. Below this, under 'Up Next', it says 'Manager Approval by Manager' with a 'Due Date' of '07/02/2020' and a link to 'Details and Process'.

