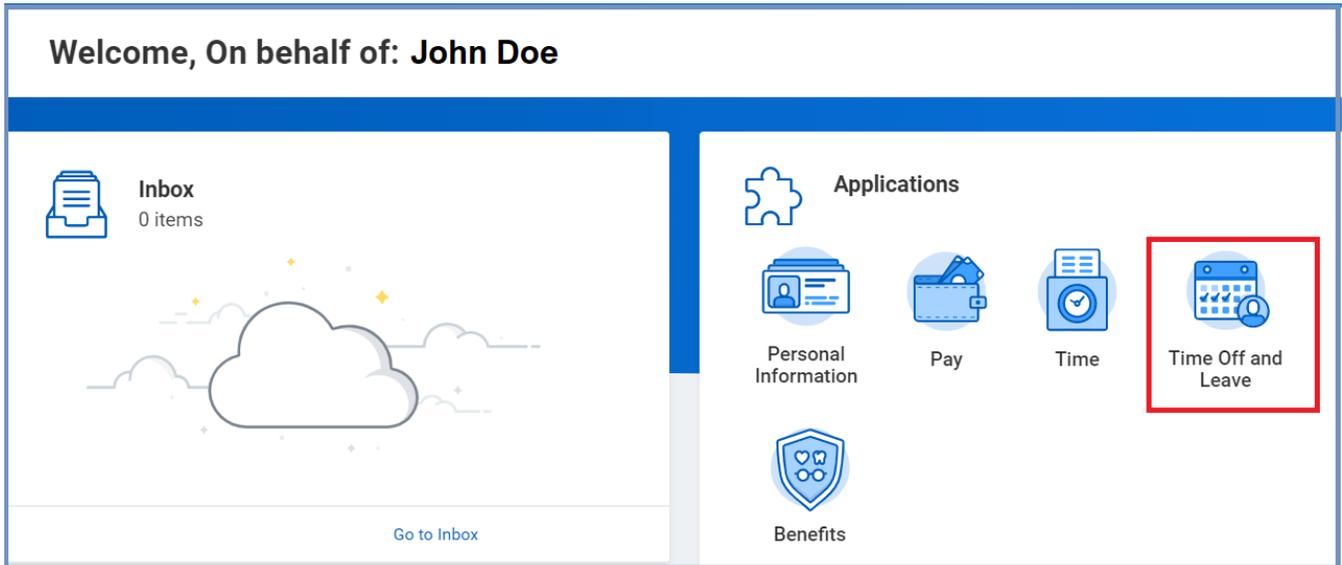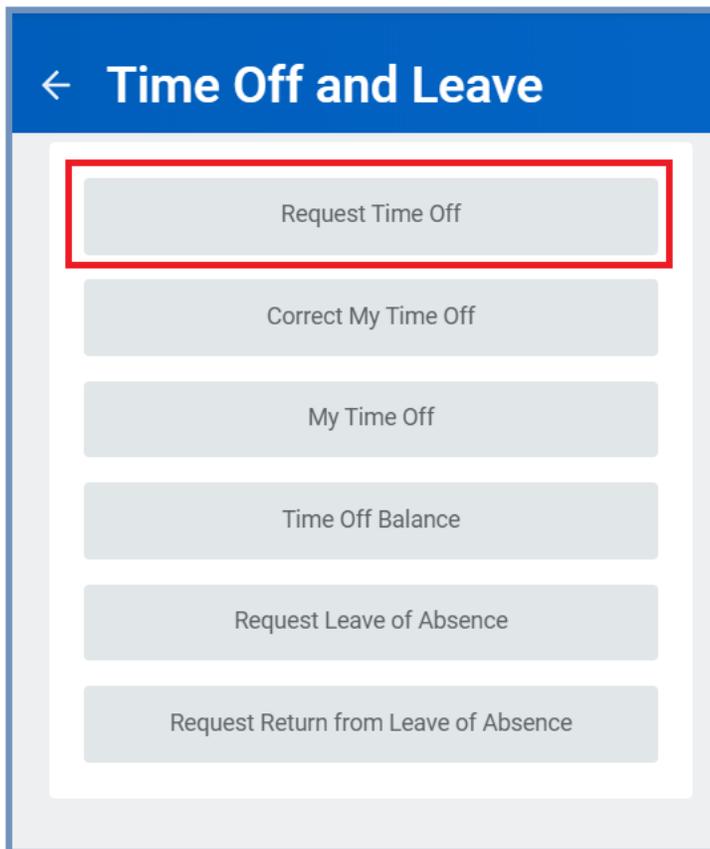# How to Enter Furlough Days in Workday

Step 1: Login to Workday and click the **'Time Off and Leave'** button on your home page
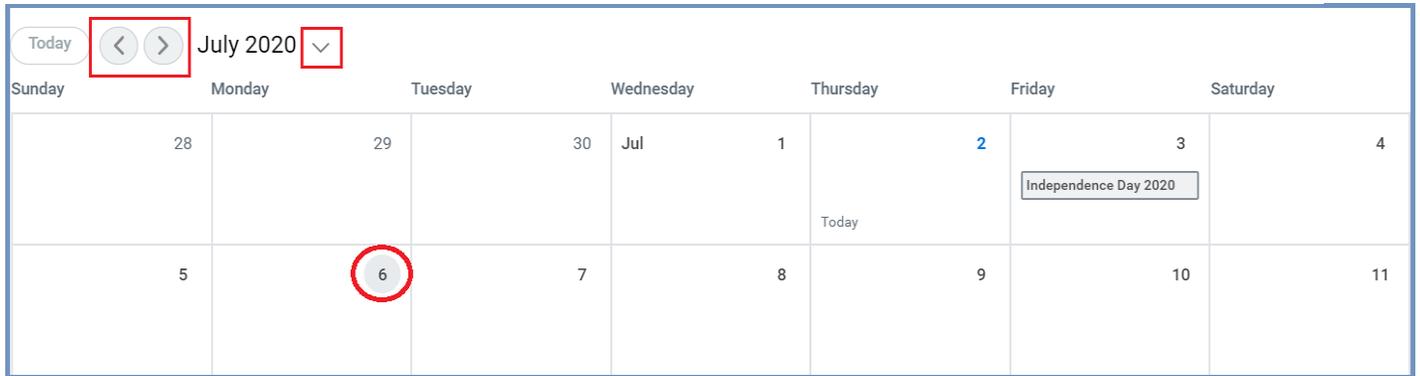

Step 2: Click the **'Request Time Off'** button

Step 3: Click on the calendar **day(s)** that you would like to select as Furlough (in this example we chose July 6ᵗʰ), then click the **'Request Time Off'** button at the bottom of the page

Tip: the **> <** arrows will move the calendar month to month, while the downward arrow will pop out a box for you to select any calendar month

Today < >	July 2020 ∨					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	Jul 1	2 Today	3 Independence Day 2020	4
5	6	7	8	9	10	11

1 Day - Request Time Off

Step 4: Select **'Absent Without Pay'** as the 'Type > Enter the **number of hours** you would work on a regularly scheduled day under 'Daily Quantity' > Select **'Furlough Day'** as the 'Reason' > Click the **'Submit'** button at the bottom of the screen

Request Time Off
John Doe (Actions)

Total: 7 Hours

When	Monday, July 6, 2020
Type	✳ ✕ Absent Without Pay ☰
Daily Quantity	✳ 7
Unit of Time	Hours
Reason	✕ Furlough Day ☰
Comment	Furlough day #1

🔵 enter your comment

Attachments

Drop files here
or
Select files

Submit   Cancel