Requesting **Leave of Absence**

If you need to request a **leave of absence** follow the instructions below. Time off requests must be submitted through the DirectMyCare web portal.

Requesting a Leave

1. Log in to CDWA's *DirectMyCare web portal*.
2. From the My Dashboard screen, click the **Workday** button to go to your Workday homepage.
   If you reach a login page, enter the same username and password as used to log into the DirectMyCare web portal.
3. Select **View All Apps**.
4. Select the **Absence app**.
5. Select **Request Absence** (Fig. 01) to display the absence calendar.
6. From the calendar, **select the day(s)** you wish to request off. To request more than one day, select multiple days on the calendar. (Fig. 02)
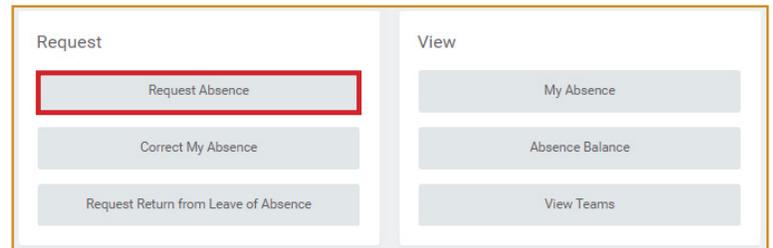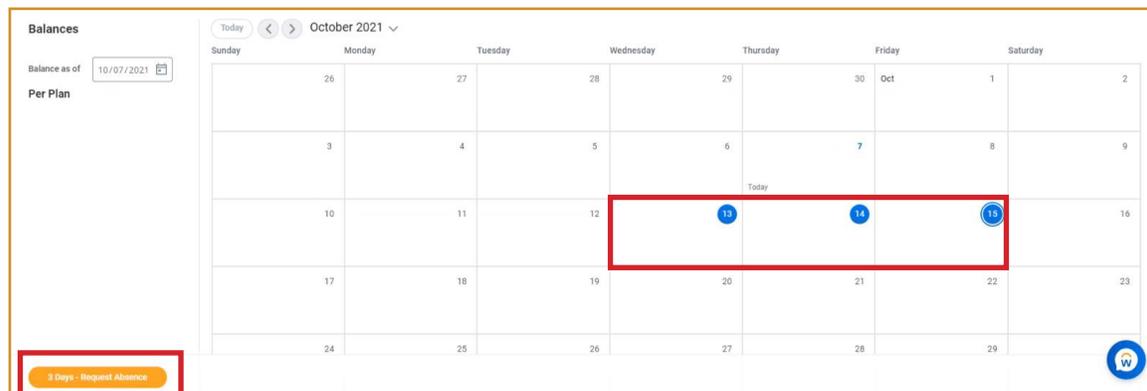

Fig. 01

Fig. 02

7. Use the orange **Request Absence** button at the bottom left corner of the screen. The number of days requested displays based on your calendar/date range selection to help confirm your request. (Fig. 02)

8. Use the dropdown menu to select the **Type** of Leave of Absence requested. Select **Next**.
   - Absence Categories:

Leave of Absence
WA Domestic Violence
WA Emergency Response Leave
WA Military Leave
WA Paid Family Medical Leave (PFML)

   - For more information on leaves of absence, please see the IP Employment Handbook.

9. **Optional:** The Quantity per Day may default to your daily scheduled hours. To change the Quantity per Day amount, select Edit Quantity per Day (if showing). (Fig. 03) Enter the desired amount and any needed comments. You can also update all quantities to the same amount at once using the Update All Quantities field.

10. Select **Done**.

Fig. 03

   ☞ If you have supporting documents, you may attach them by dragging them to the Attachments field or by using the **Select Files** button. If you attach a document, please select the appropriate category from the dropdown menu.
   You may also include an optional description.

11. **Submit**.

12. You can view the status of your request at any time by going to **Absence > My Absence**. (Fig. 04)
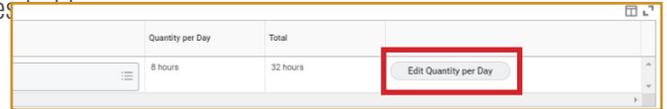

Fig. 04

Canceling/Editing a Leave Request

1. From the Absence application, select **Correct My Absence** to open the absence calendar. (Fig. 05)

2. Select the approved time off (green stripe) on the calendar. (Fig. 06)

3. The Correct Absence screen will appear. (Fig. 07) From the Correct Absence screen you can:
   ☞ Cancel the absence,
   ☞ Edit the Type of absence, or
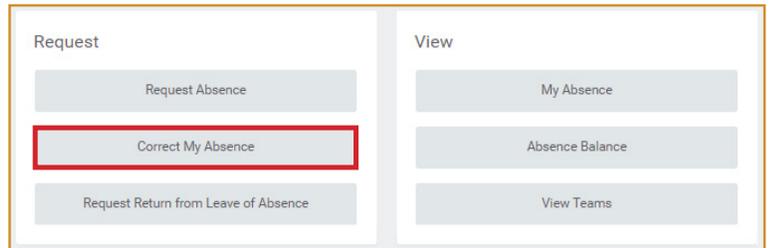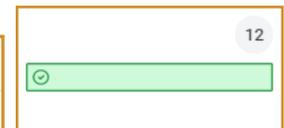   ☞ Edit the Quantity of hours of the absence.

Fig. 05

Fig. 06

Fig. 07

To Cancel the Absence:

1. Select the box next to the day you want to cancel. A **blue check mark** will appear. (Fig. 08)
   - ➤ If there are multiple days, you can choose the **Select All** box to select all the days listed.
2. Select the **minus button** in front of the days you want to cancel
   - ➤ The fields will be blank.
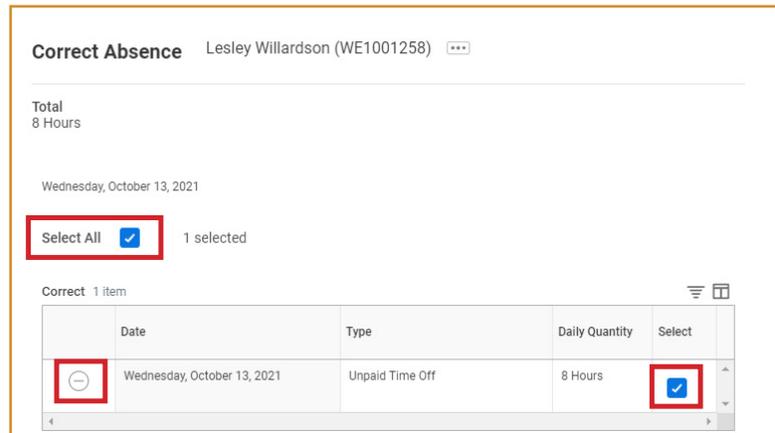3. Press the orange **Submit** button.

Fig. 08

To Edit the Absence:

1. Select the box next to the day you want to cancel. A **blue check mark** will appear. (Fig. 08)
   - ➤ If there are multiple days, you can choose the **Select All** box to select all the days listed.
2. If you need to edit the Type of absence, select the menu to expand the **Type** field and choose from the dropdown menu. (Fig. 09)
3. If you need to edit the number of hours you are taking off, select the **Quantity per Day** field and type in the number of hours you are taking for that day. (Fig. 10)
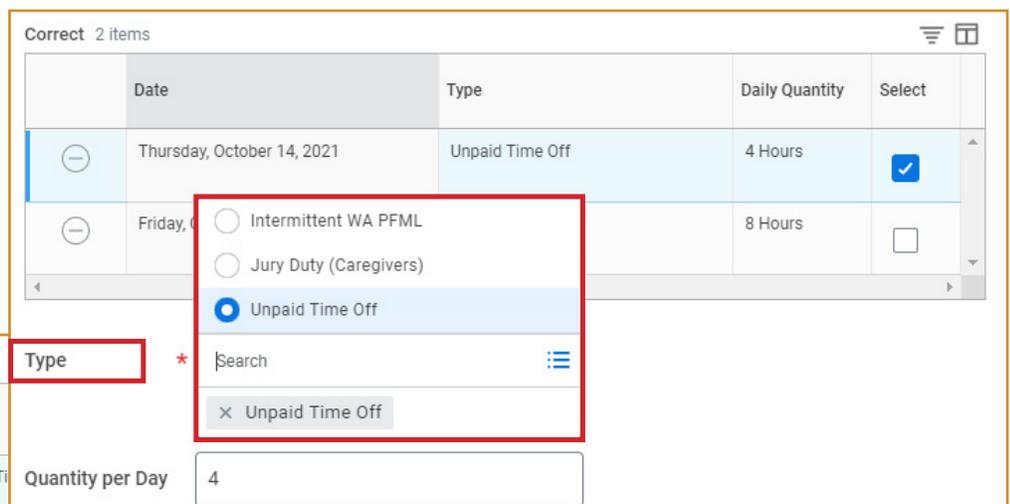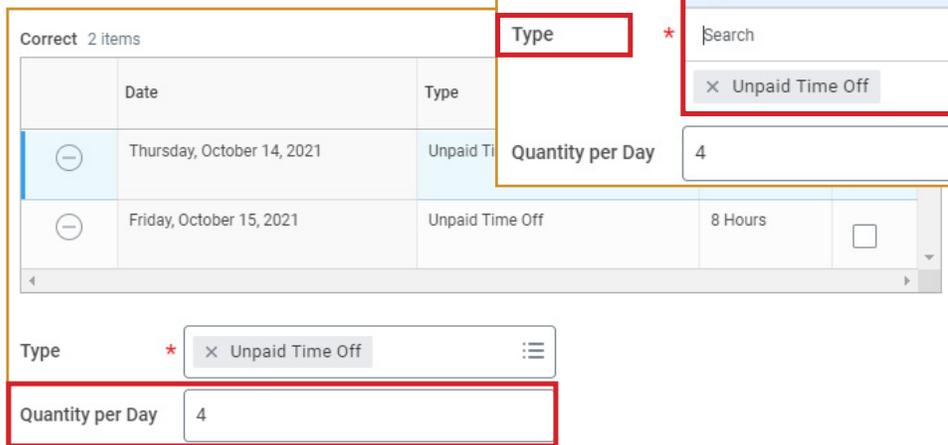4. Press the orange **Submit** button.

Fig. 09

Fig. 10

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