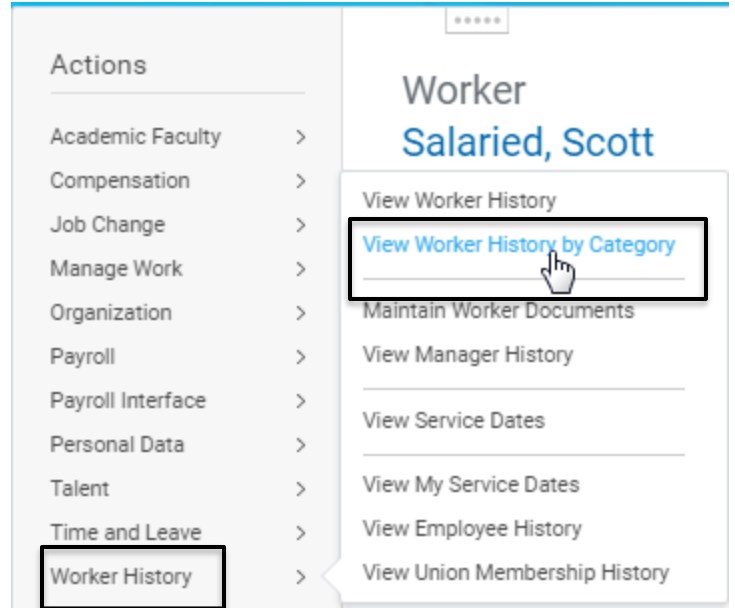


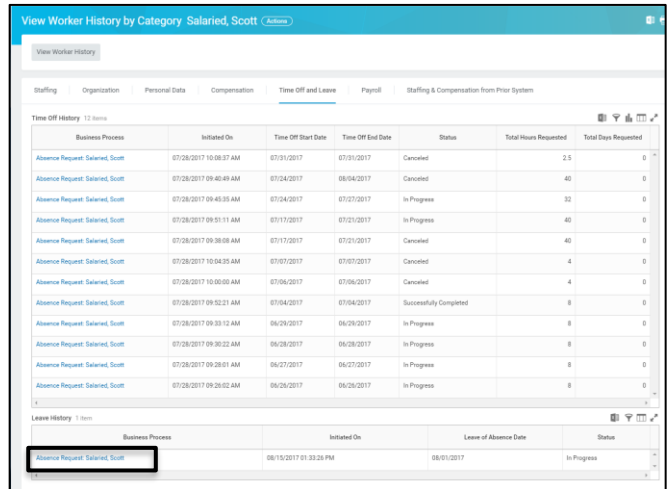
# WORKDAY QUICK GUIDE

## LEAVE OF ABSENCE – CANCEL ABSENCE REQUEST

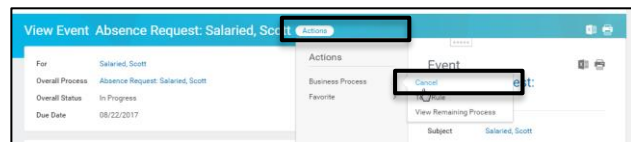
1. From the Worker Profile, select Actions > Worker History by Category > Time Off and Leave



2. Scroll Down to the **Leave History** section and select the **Absence Request** Business Process in the **In Progress** State



3. In the View Event page for the Business Process, select Actions > Business Process > Cancel



Link to user guide: [https://isc.uw.edu/user-guides/loa\\_sick\\_injured\\_becoming\\_parent\\_sc/](https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_sc/) or [https://isc.uw.edu/user-guides/loa\\_sick\\_injured\\_becoming\\_parent\\_ap/](https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_ap/)