Report Leave

Full time employees must request absences in ½ or full day increments (4 or 8 hours)
Part time employees must request actual hours absent, no less than quarter-hour increments.

If an employee has both monthly and bi-weekly paid jobs, do not use these steps to enter absences, instead review bi-weekly employee absence request.

If no leave time was used in a month, No Leave Taken must be reported using the No Leave Taken Reporting tab.

NOTE: If you have multiple jobs, you will need to select the correct job from the dropdown.

Request an Absence

1. Click the Time and Absence tile from the MyUW portal.
   a. All UW: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. UW Madison: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. On the Request Absence tab, click Absence Name and select the absence from the dropdown.

3. Enter/Update information in the following fields:
   **NOTE:** Verify balance information at bottom of page prior to entering request.
   - **Hours Per Day** – How many hours are being requested for each day of absence
   - **Reason** – leave as is, this field is not used
   - **Start Date** – first day of the absence
   - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)
     **NOTE:** if entering a date range, do not include weekend days or cross multiple months
   - **Duration** – will automatically calculate
   - **Comments** – optional

4. Click Submit. Once submitted, no further changes can be made by the requestor.

5. Click Yes, to verify that the request should be submitted.