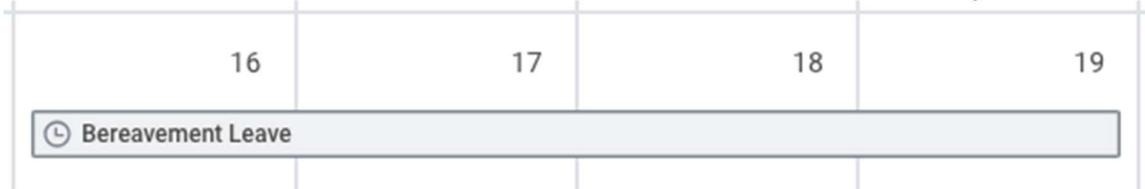


## Manager- Cancel a Submitted Leave of Absence Request

You can cancel submitted but not yet approved leave of absence requests. Once approved, you must correct the request to cancel it.

From the Manage Absence application:

1. On the absence calendar, select the leave of absence entry.



2. Select the **Cancel Absence** button.

### Absence Entries



Status	In Progress
Request Dates	Mon, Sep 16 – Thu, Sep 19
Type of Absence	Bereavement Leave
Last Day of Work	09/13/2024
Request Amount	4 Days
Awaiting Action By	<a href="#">Alex Garcia</a> <a href="#">Logan McNeil</a>
Request History	<a href="#">Absence Request: Brian Kaplan</a>

Cancel Absence

3. Enter a comment. Workday requires a comment for cancelations.
4. Select **OK**. The process does not require further approval.