

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.