Withdraw Leave
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- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Time and Absences** icon.

- Click on **Existing Absences** card.
Withdraw Leave

- Select Leave Type.

*Note: Leave types are different based on the employee’s eligibility.*

- Enter State date and End date of the Absence.

- Click **Submit** and it is sent for approvals.
Withdraw Leave

- Choose the Leave that needs to be withdrawn and click on Pencil icon next to it.

Note: Only 'In Progress' and 'Scheduled' absences will be allowed for withdrawal. 'Completed' absences cannot be withdrawn.

- Click 'Delete' to withdraw the absence.