HOW DO I View My Team's Vacation and	ABOUT THIS TASK: Describes how to see your team's
Leave Calendar?	vacation and leave calendar.
AUDIENCE: Managers; Administration Leads	DETAILED JOB AID: n/a

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

- 1. On Workday's home page, under Applications field, *click Team Absence*.

 Pay
 Payroll
 Payroll
 Payroll
 Purchases
 Purchases
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 Perconal
 - More (5)

- 3. You can now see a full calendar of your team's absences for this month.
 - TIP: To view by Day or Week, *click* the View Month drop-down arrow.
 - TIP: Use the Day or Week view to see what has been approved versus submitted.

Today 🔇 🗲	August	2020									View Month	٣
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