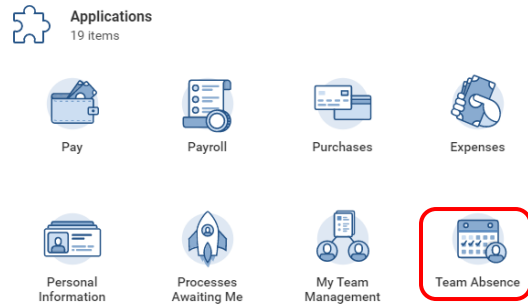


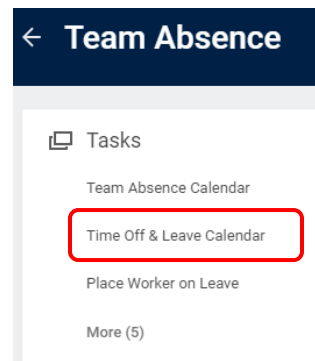
HOW DO I ... View My Team's Vacation and Leave Calendar?	ABOUT THIS TASK: Describes how to see your team's vacation and leave calendar.
AUDIENCE: Managers; Administration Leads	DETAILED JOB AID: n/a

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***.



2. On the **Team Absence** page, *click **Time Off & Leave Calendar***.



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.

