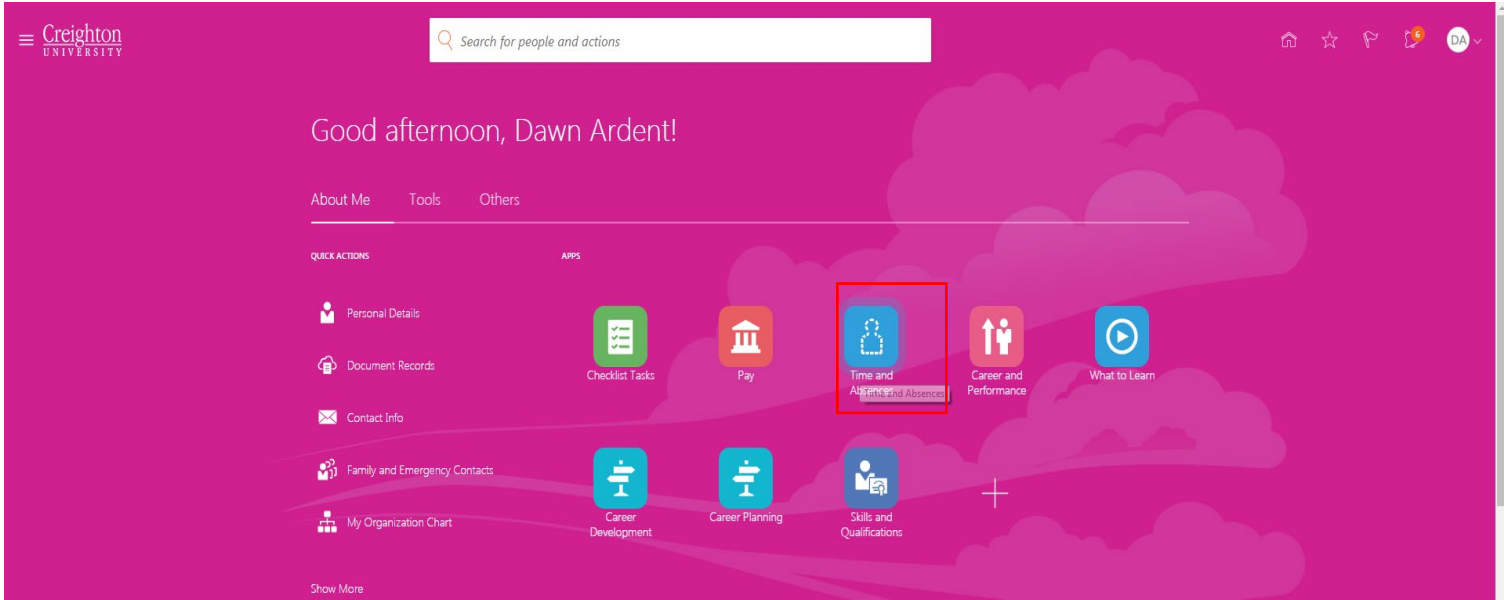
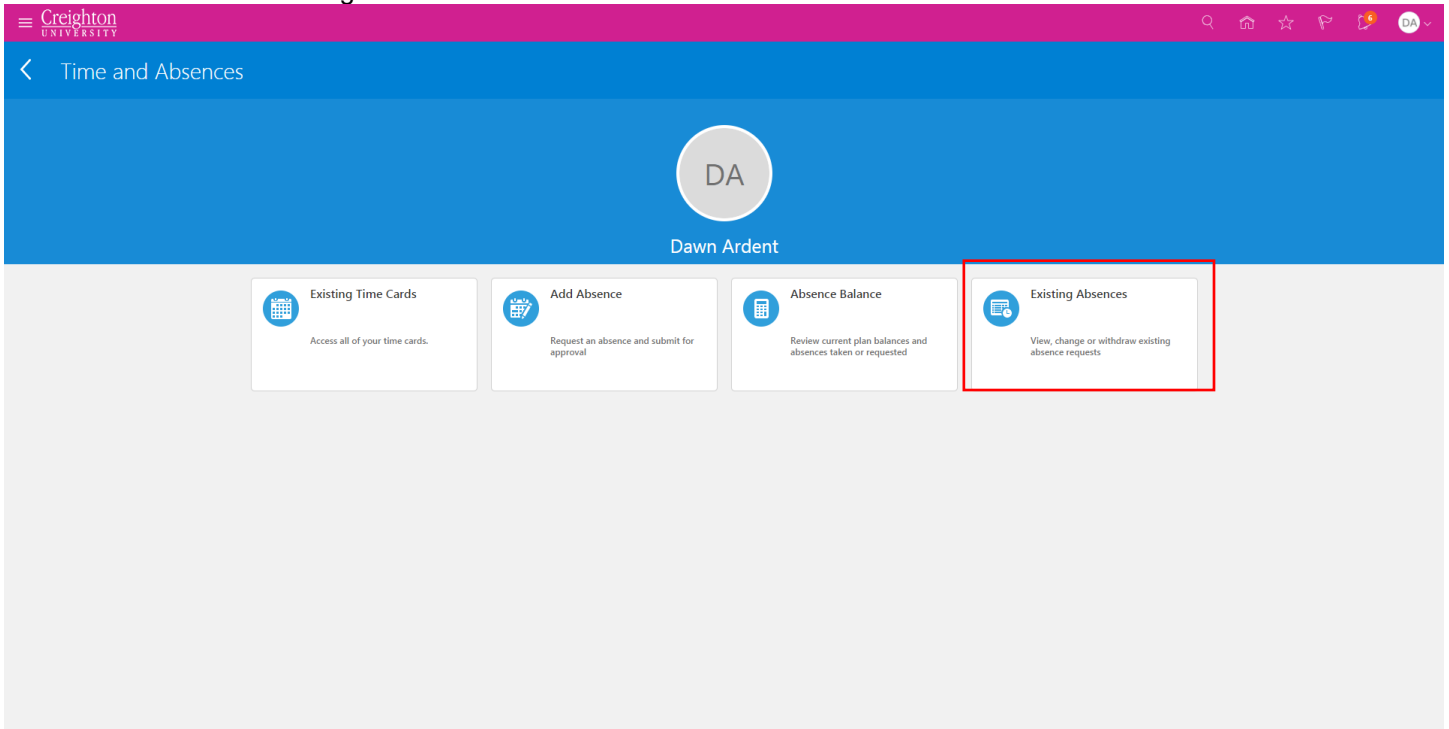


Purpose: Use to cancel an approved absence request when the absence was not taken. The absence withdraw request must be approved by your manager.

1. When your absence request is approved, if you wish to withdraw the absence navigate to the time and absences icon.



2. Then click on existing absences.



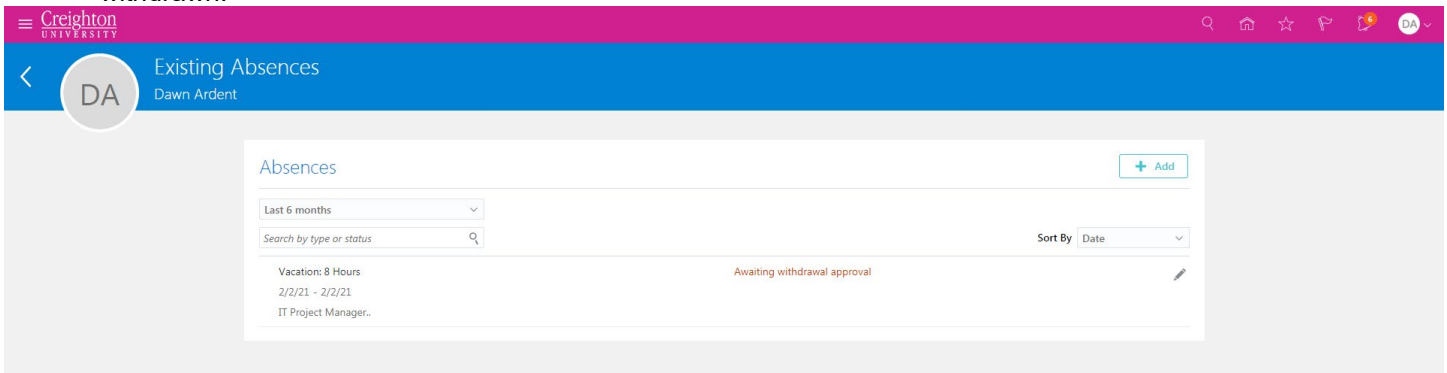
3. Then click on the pen next to the absence that you wish to withdraw.

The screenshot shows the 'Existing Absences' page for user Dawn Ardent (DA). The page has a blue header with the user's name and a search bar. Below the header, there is a section titled 'Absences' with a '+ Add' button. A dropdown menu is set to 'Last 6 months' and a search bar is labeled 'Search by type or status'. A 'Sort By' dropdown is set to 'Date'. The main content area displays a table with one row: 'Vacation: 8 Hours' for dates '2/2/21 - 2/2/21' with a status of 'Scheduled'. A red box highlights a pencil icon in the right column of this row.

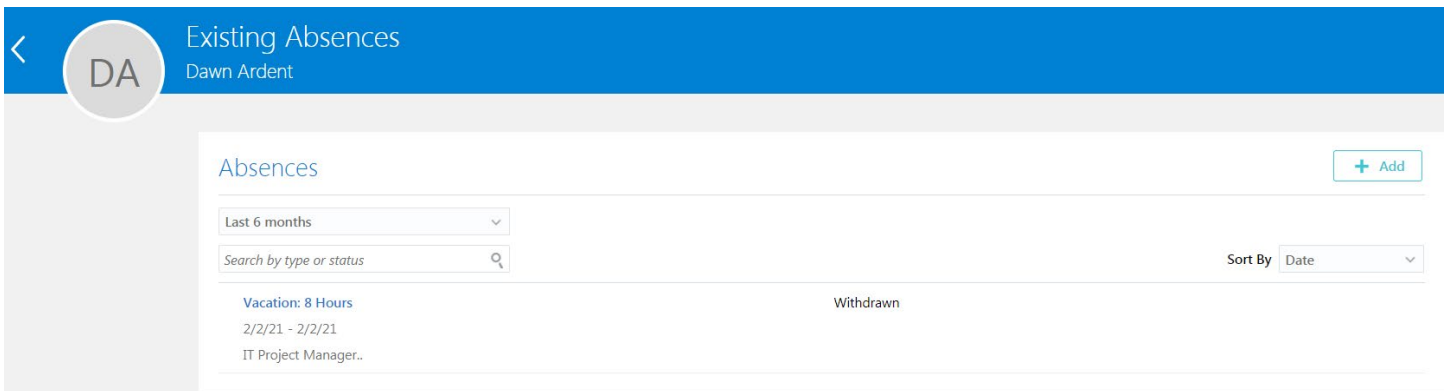
4. Then click delete at the top of the absence.

The screenshot shows the 'Edit Absence' page for user Dawn Ardent (DA). The page has a blue header with the user's name and a search bar. Below the header, there are three buttons: 'Delete', 'Submit', and 'Cancel'. The 'Delete' button is highlighted with a red box. The main content area is divided into sections: '*Type' (Vacation), '*Business Title' (IT Project Manager..), 'When' (with 'Start Date and Duration' set to 2/2/21 for 8 Hours and 'End Date and Duration' set to 2/2/21, and 'Absence Duration' set to 8 Hours), 'Details', and 'Comments and Attachments' (with a 'Comments' text area). There is also a 'Projected Balance' section with a 'Calculate' button.

5. A request to withdraw the absence will then be sent to your manager and once approved, your absence will be withdrawn.



6. Once your manager approves the withdraw, the absence will display as 'Withdrawn.'



7. You will also see a notification in 'Things to Finish.'

