Absence Management

This quick reference guide details the steps required in requesting time off within Ignite.

**Instructions**

1. On the home page, navigate to the Me tab and select Time and Absences.

2. Select the Add Absence tile.

3. Select the appropriate Absence Type.

4. Enter the Start Date and End Date of your leave. If you are requesting a single day of leave, be sure the Start and End Date fields are the same.

5. You can calculate your remaining leave balance by selecting Calculate.

6. After entering your time under the appropriate leave type, click Submit in the upper right-hand corner of the screen. Your leave request will be routed for approval.

*For more information on Baylor's Time Away policies, please visit:
https://www.baylor.edu/hr/index.php?id=951190*