

# Quick Reference Guide ESS – Withdraw an Absence



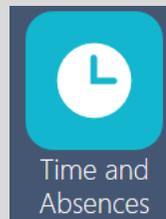
1

## Withdraw an Absence

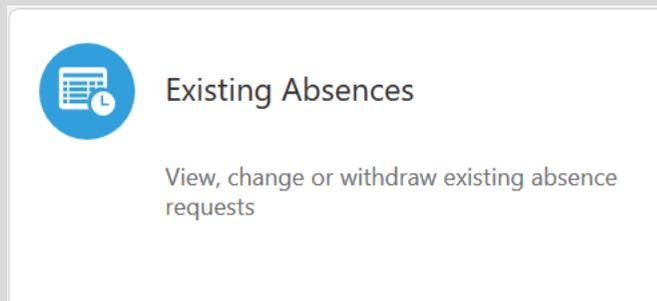
**Step 1.** Click **Me**



**Step 2.** Click on **Time and Absences**



**Step 3.** Click **Existing Absences**

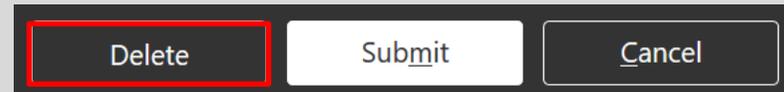


2

## Withdraw an Absence

**Step 4.** Click on the  icon next to the Absence that needs withdrawing.

**Step 5.** Click the **Delete** button at the top of the page



**Note:** An absence can be **Withdrawn** at any point in time, however if it is in the past or has been approved by your manager it will then go back to your manager for re-approval.