

View Absence Balance

Overview

View your current absence balances, see past use of absence, and future balances.

Who Does This: Employee

Things to Know:

- Current balances do not include time in Kronos in the current pay period or future pay periods.
- When reviewing future absence balances, please note:
 - Each employee has PTO balance caps.
 - Floating Holiday and Prior Permission balances reset at the beginning of each calendar year.



Absence

Step 1

Choose the Absence worklet.

Available Balance as of Today

Does not include future absence requests

0 Hours - Personal Holiday Time Off Plan

16 Hours - Prior Permission Time Off Plan

167.3769 Hours - Vacation Time Off Plan

Step 2

On the right-hand side of the screen, Workday gives you a quick snap-shot of your existing absence balances.

Note: This will not include any absence time entered in the current pay period or future pay periods.

View

My Absence

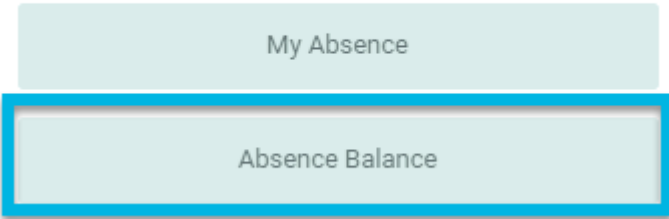


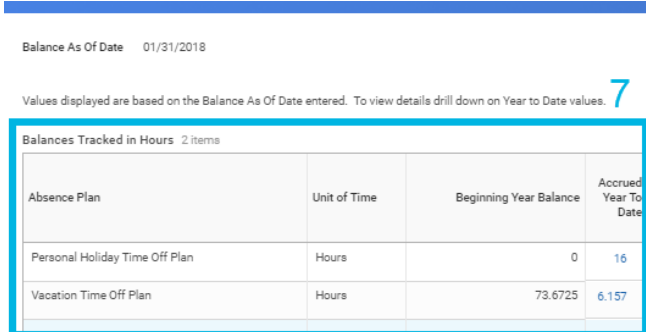
Absence Balance

Step 3

You can review your past usage of absence time.

Under View, select **My Absence**. Here you can view your past Absence Requests and Absence Balances as of Current Date.

Note: This will not include any absence time entered in the current pay period or future pay periods.

| <p>View</p>  | <p>Step 4 You can get an estimate of your future balances.</p> <p>Under View, select Absence Balance.</p> | | | | | | | | | | | | |
|--|---|------------------------|------------------------|----------------------|--------------------------------|-------|---|----|------------------------|-------|---------|-------|--|
|  | <p>Step 5 Use the calendar icon to select an As Of date.</p>  <p>Step 6 Click OK.</p> | | | | | | | | | | | | |
|  <table border="1"> <thead> <tr> <th>Absence Plan</th> <th>Unit of Time</th> <th>Beginning Year Balance</th> <th>Accrued Year To Date</th> </tr> </thead> <tbody> <tr> <td>Personal Holiday Time Off Plan</td> <td>Hours</td> <td>0</td> <td>16</td> </tr> <tr> <td>Vacation Time Off Plan</td> <td>Hours</td> <td>73.6725</td> <td>6.157</td> </tr> </tbody> </table> | Absence Plan | Unit of Time | Beginning Year Balance | Accrued Year To Date | Personal Holiday Time Off Plan | Hours | 0 | 16 | Vacation Time Off Plan | Hours | 73.6725 | 6.157 | <p>Step 7 Review your absence balances based on the As Of date.</p> <p>Note: For future dates, Workday does not take into account any absence entered into the Kronos time-keeping system for the current pay period or future pay periods.</p> |
| Absence Plan | Unit of Time | Beginning Year Balance | Accrued Year To Date | | | | | | | | | | |
| Personal Holiday Time Off Plan | Hours | 0 | 16 | | | | | | | | | | |
| Vacation Time Off Plan | Hours | 73.6725 | 6.157 | | | | | | | | | | |

FAQ's

I think my balance is wrong. What do I do? Contact your Manager or HR Business Partner to discuss.

Will Workday show that my PTO accrual has increased due to my years at CoorsTek? Yes. If you look at a date into the future where your PTO accrual will increase due to tenure, Workday will factor that increase into the calculation of your future balance.

Will Workday show that my PTO accrual has capped in the future? Yes. If you look at a date far enough into the future, your PTO will show as capped at an amount equal to your annual accrual. Future absence balances are only an estimate, and cannot factor in future use of absence time.