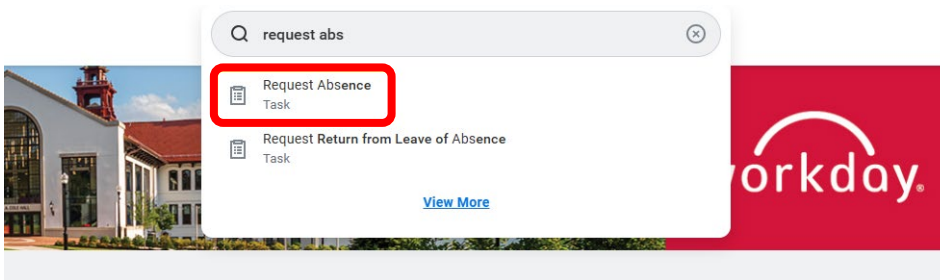




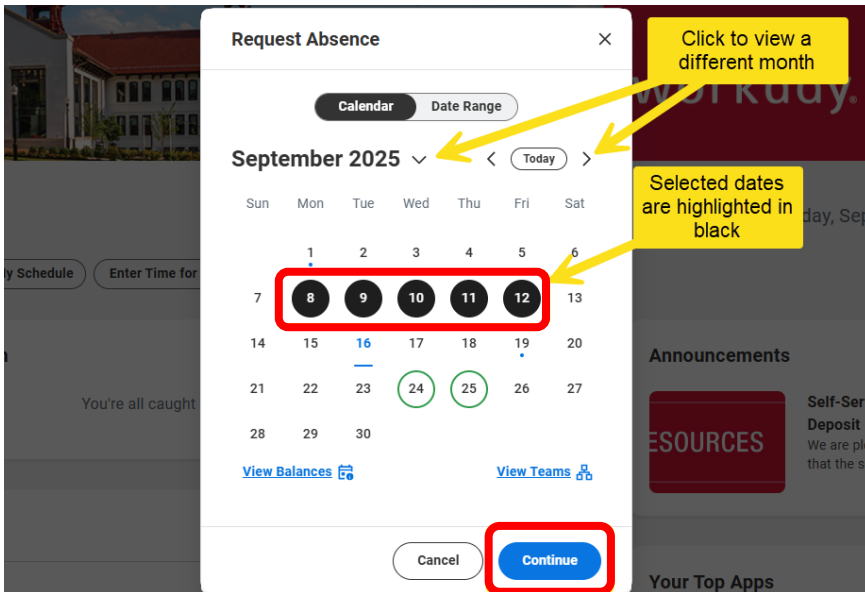
Request Absence

This guide describes the process of requesting an absence in Workday. If you encounter any errors during this process, contact Workday Customer Care: 973 655 5000 option 3, or WCCsupport@montclair.edu

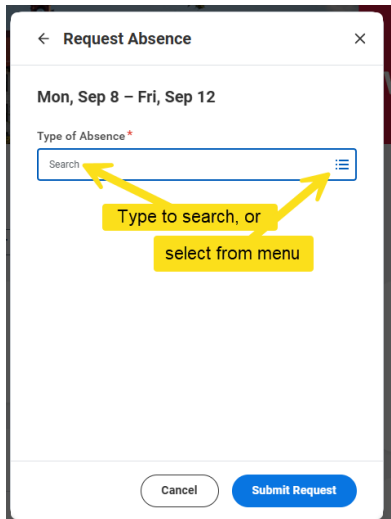
1. Type all or some of the phrase “Request Absence” in the Workday search bar, and select the “Request Absence” task.



2. Click to select the date(s) of the request, and then click **Continue**.

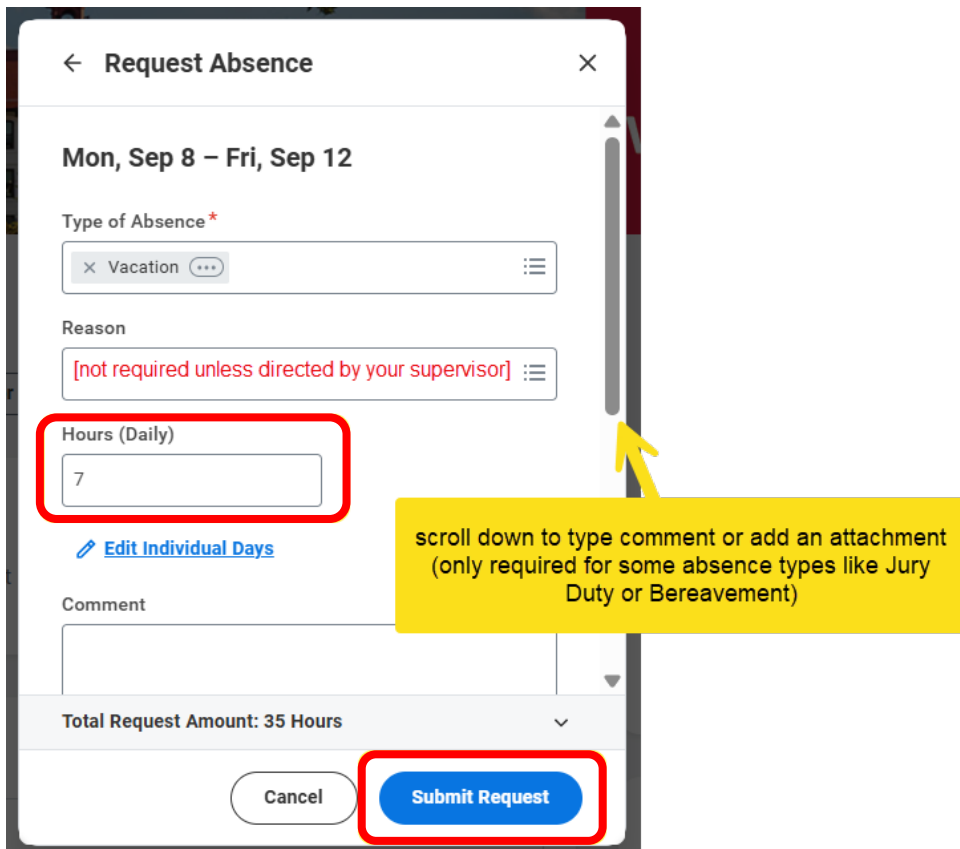


3. Enter the type of absence.



*If requesting **paid time off** including sick, vacation, jury duty, and bereavement, see step 4
If requesting a **leave of absence** or an **accommodation**, click "continue" and proceed to step 5.*

4. Enter the number of hours per day. Note, you can edit individual days within one request if the absence type or number of hours differs between days by clicking the blue text, "Edit Individual Days." Click **Submit Request** to send the request to your manager for review.



5. Follow the instructions found under “Instructional Information” for either a Leave of Absence or an ADA accommodation. The three required fields (marked with red asterisks) are automatically populated from steps 2 and 3, but you may edit them if desired. Click **Submit**.

Request Absence [X]

▼ **Instructional Information**

Montclair offers various types of leaves, including medical, family, military, and personal leave, among others to help employees during unique circumstances. Employees are encouraged to review the specific policies, procedures, and eligibility criteria associated with each type of leave. Click here for more information regarding the [Leave of Absence](#). After submitting your leave request, you will be prompted to the required documentation for your physician to complete.

Leave of Absence instructions:

- Last Day of Work: Not required
- First Day of Leave: First day out of work
- Estimated Last Day of Leave: enter estimated date provided by your physician (dates can be adjusted, if needed)
- Leave type: select leave needed
- Comments and Attachments : Optional

The Americans with Disabilities Act (ADA) requires eligible employers to provide reasonable accommodations for individuals with a physical or mental disability to perform the essential functions of their job unless it would cause undue hardship. Click here for more information regarding the [Americans with Disabilities Act \(ADA\)](#). After submitting your accommodation request, you will be prompted to the required documentation for your physician to complete. Please ensure your physician also has a copy of your job description.

Accommodation instructions:

- Last Day of Work: Not required
- First Day of Leave: Today's date
- Estimated Last Day of Leave: enter estimated date provided by your physician (dates can be adjusted, if needed)
- Leave type: select ADA Accommodation
- Comments and Attachments : Optional

Type of Absence * x NJFLA (Bonding) ...

Last Day of Work 09/07/2025

First Day of Absence * 09/08/2025

Estimated Last Day of Absence * 09/12/2025

Request Amount 25 Hours

Comment to Approver

> **Additional Fields**

Attachments

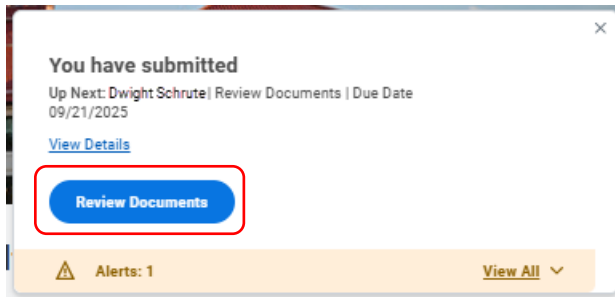
Drop files here

or

Select files

Cancel Submit

6. Click Review Documents.



7. Review the documents and instructions pertaining to your type of request, and upload any required documents by dragging and dropping from your pc, or clicking “select files.” Click **Submit to send your request to the HR benefits team for review.**