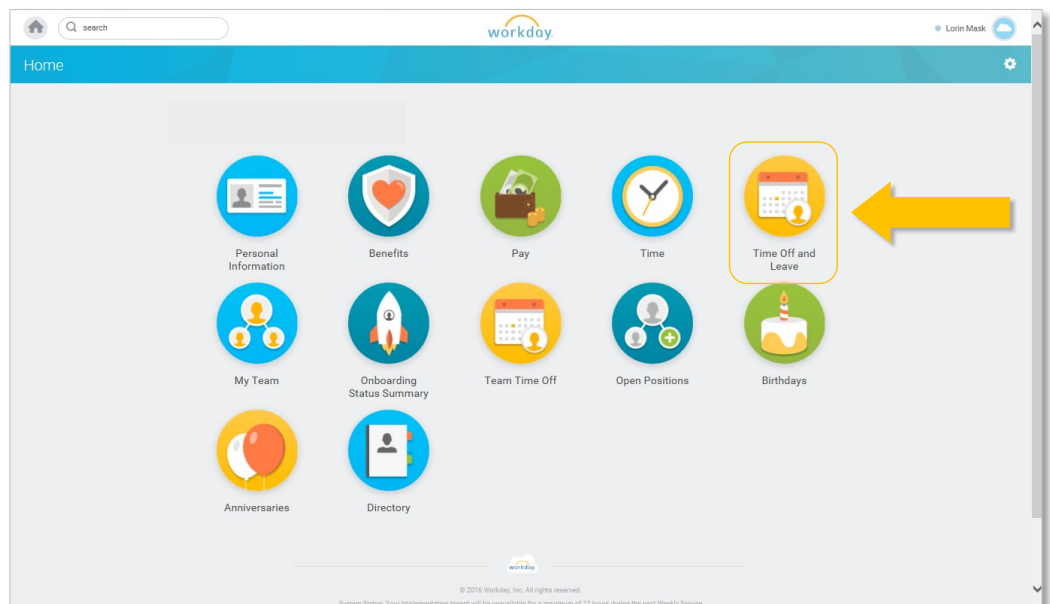


## Request Leave of Absence




### STEP 1

- From your Home page, **click** on the “Time Off and Leave” worklet



### STEP 2

- Click** on the “Request Leave of Absence” button

*Alt:* From profile page, **click** on the related action button  next to your name, **slide** mouse down to “Time and Leave,” **click** “Request Leave of Absence”





## STEP 3

- Using the calendar icon select date for your last day of work, prior to taking leave

You may, also, simply type in the dates.

Request Leave of Absence: Lorin Mask

Click [here](#) for more information regarding leave types. When requesting a Leave of Absence, please note: some leaves require additional documentation. If the leave you are requesting requires additional documentation, you will be prompted to Review Documents after you submit your leave request.

Last Day of Work: MM / DD / YYYY

First Day of Leave \* MM / DD / YYYY

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel



## STEP 4

- Again, using the calendar icon select date for your first day of leave

You may also simply type in the dates.

Note: Red asterisk ( \* ) means it's a required field.

Request Leave of Absence: Lorin Mask

Click [here](#) for more information regarding leave types. When requesting a Leave of Absence, please note: some leaves require additional documentation. If the leave you are requesting requires additional documentation, you will be prompted to Review Documents after you submit your leave request.

Last Day of Work: 10 / 07 / 2016

First Day of Leave \* MM / DD / YYYY

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel



## STEP 5

- Again, using the calendar icon select date for your estimated day of return

You do not have to be exact on the date and adjustments can be made, if necessary, by the HR Leave Administrator



## STEP 6

- Review the definition of each leave type.
- Click** on the blue “here” at the top of the Workday window, to read about the different types of leave.



## STEP 7

- Using the prompt, **select**, with your mouse, the correct leave type.

Reminder: **Click** on the blue “here” at the top of the Workday window, for explanations of the various types of leave.



## STEP 8

- “Enter your comment” — Do not use for confidential information. If you enter any comments, please note that those with the Workday manager and administrative assistant role, can view those comments.
- Do not attach any leave documents on this page. You will be prompted to attach in your Workday “Inbox”



## STEP 9

Click "Submit" when you have entered your leave type



Request Leave of Absence - Lorin Mask

Click [here](#) for more information regarding leave types and requesting a Leave of Absence.  
Please note: some leaves require additional documentation. If the leave you are requesting requires additional documentation, you will be prompted to Review Documents after you submit your leave request.

Last Day of Work: 10 / 09 / 2016

First Day of Leave: \* 10 / 10 / 2016

Estimated Last Day of Leave: \* 10 / 11 / 2016

Leave Type: \* X Family Medical Leave (FMLA)/NJFLA > FMLA (Self)

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel



## STEP 10

- Click on any orange alerts to review leave policy as it relates to eligibility - you may or may not receive an alert.
- Optional: Click "Details and Process" to view more information about your request.
- Click "Done" when finished.

workday. Lorin Mask

You have submitted Leave Request: Lorin Mask

Up Next

Time Tracking Administrator

To Do: Assess Accruals

Due Date: 10/12/2016

Details and Process

Do Another

Request Leave of Absence

Alert

This leave request requires working over 1,250 hours in the past 12 months. This will be evaluated by the Benefits Office before approving this leave. (Leave Request Event)

Alerts: 1

Done

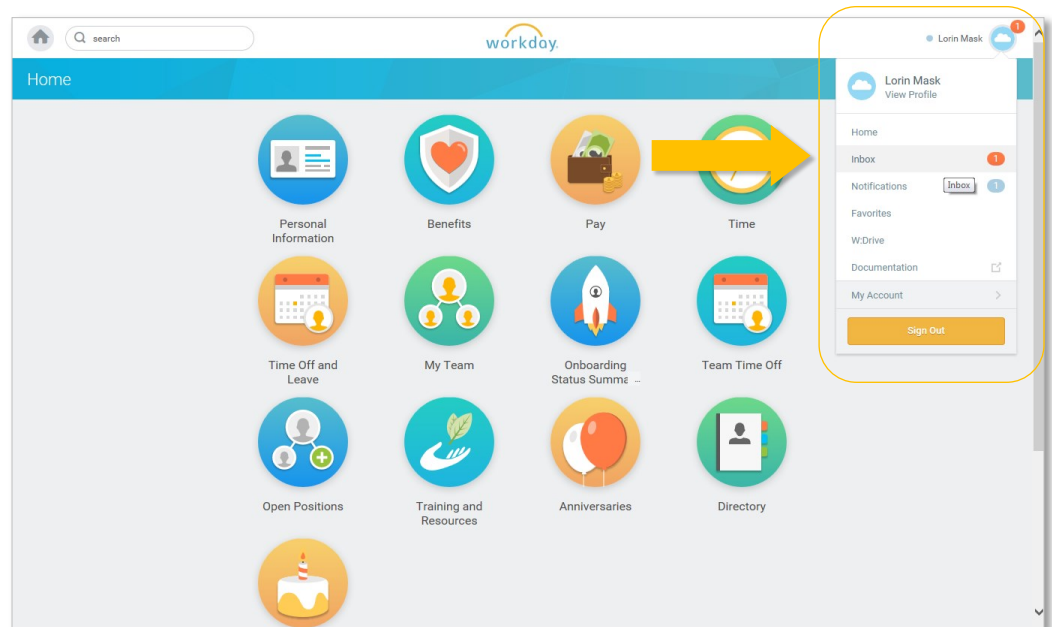


## STEP 11

After your initial eligibility is reviewed, you will receive a task in your Workday "Inbox." This may take one to two business days.

If you have your email notification activated, you will receive an email when you receive an item in your "Inbox."

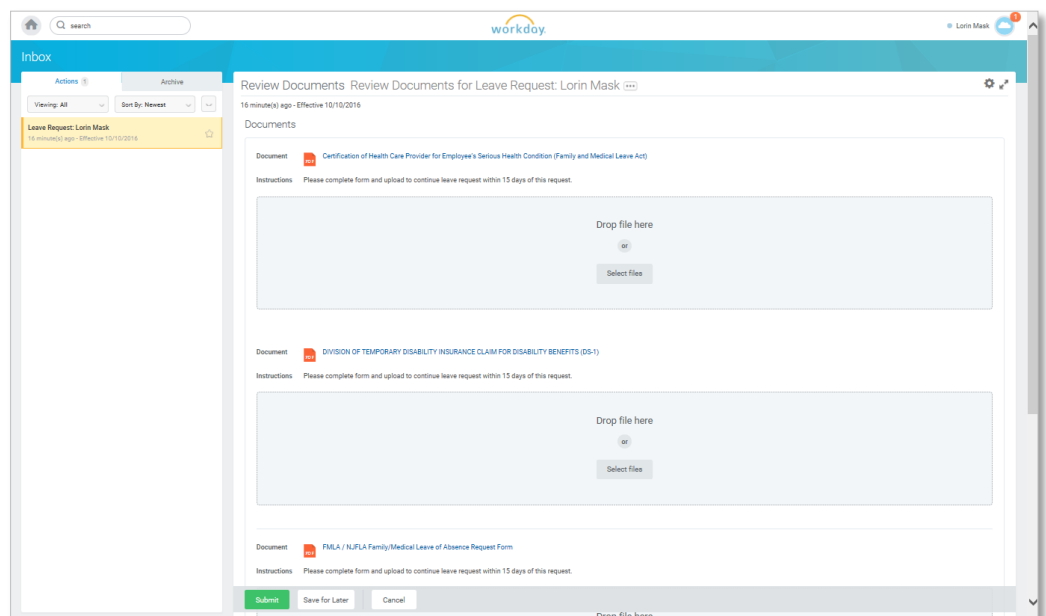
- **Click** on the "Inbox" under your cloud drop down.



## STEP 12

- **Click** on the task to the left.
- **Open and print** the documents you receive in your inbox (see Step 13)

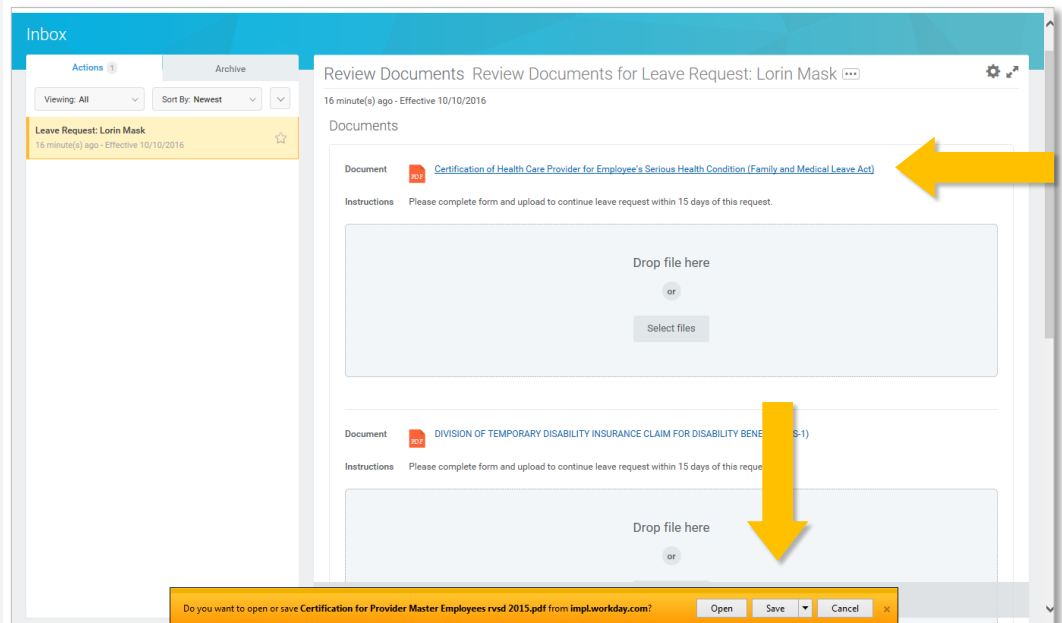
Note: Documents will vary depending on the type of leave.





## STEP 13

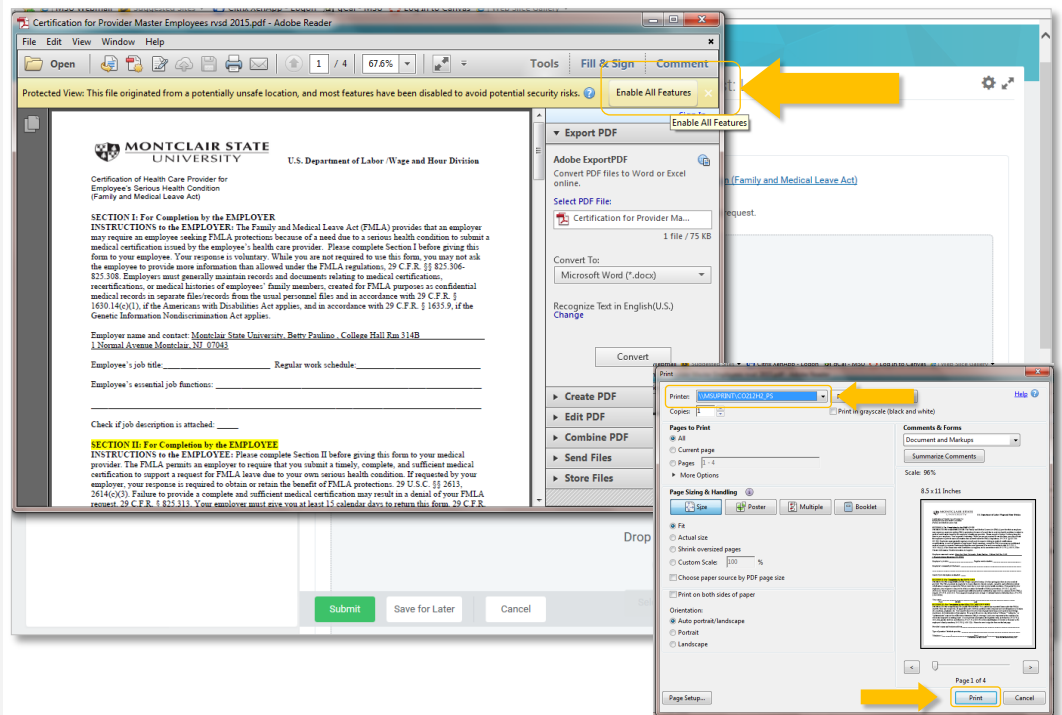
- Click on the blue .pdf document link
- A prompt will appear asking you to “open” or “save”
- Click “Open”



## STEP 14

- Print all documents in your task “Inbox,” by clicking on the “print” icon.
- A dialogue box will appear
- Ensure you know where the printer is located and you have selected the correct printer
- Click print when you are ready to print

**Note:** you may need to click “Enable Features” when the .pdf form appears.





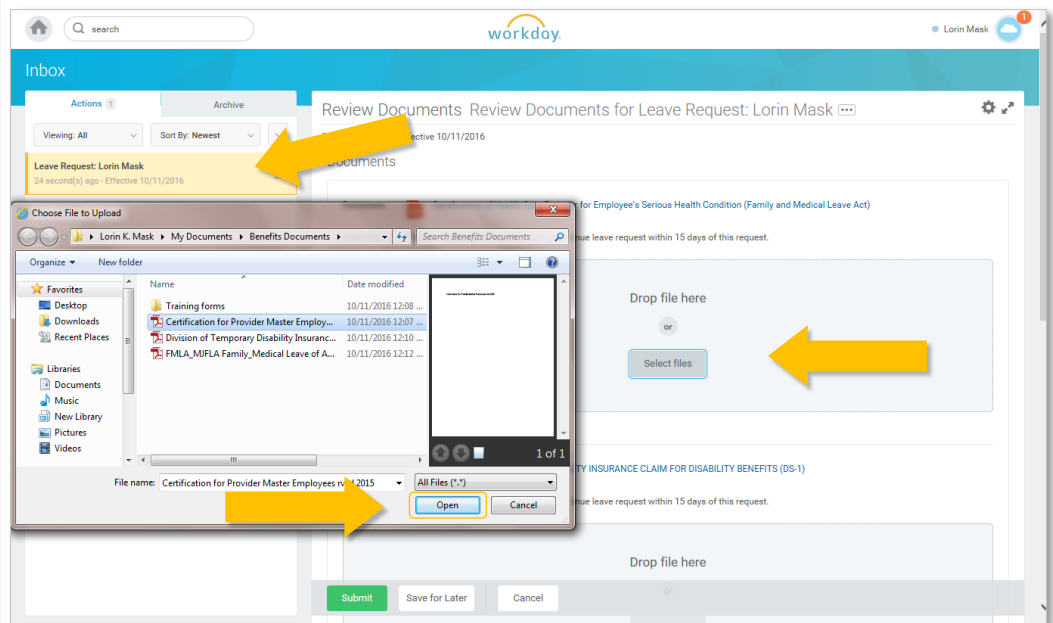
## STEP 15

After you and your Physician have completed the forms:

- **Scan** to your computer
- Log into Workday, **open** your “Inbox” and click on the absence task in the left column
- You may **drag and drop** the file in the shaded area

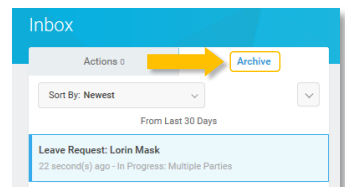
Or

- **Click** “Select files”
- **Navigate** in your computer files to the area where you saved your scanned documents
- **Click** on the correct document
- **Click** “Open”



## Note:

You can always review the status of your leave by clicking on the “Archive” tab in your Workday “Inbox”



## STEP 16

- **Repeat Step 15 for all documents**
- They will appear below each document area

Remember to review the FLMA Poster.

- **Click** “Submit” when you are finished uploading all documents

