



## Request Leave of Absence

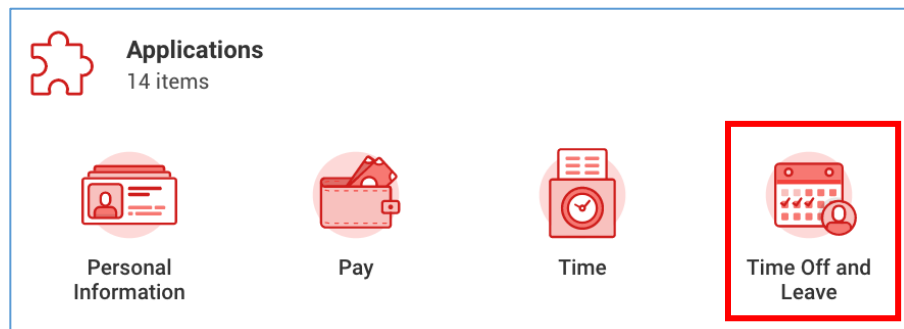
The following describes the process of submitting a request for a leave of absence in Workday. Visit the [Leave of Absence](#) webpage for more information about leave of absence at Montclair State University.

Contact the Benefits team to discuss your options at [benefits@montclair.edu](mailto:benefits@montclair.edu) if you are considering a Leave of Absence.

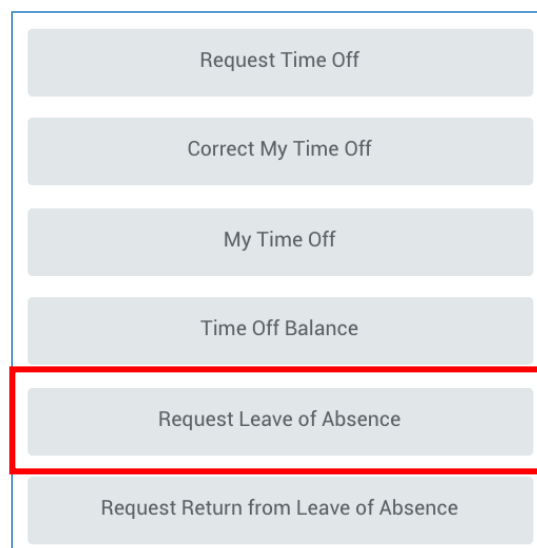
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

### Instructions

- 1) From your Workday home page, **click** on the **Time Off and Leave** worklet.



- 2) Click on **Request Leave of Absence**.



3) Enter the requested first day of leave.



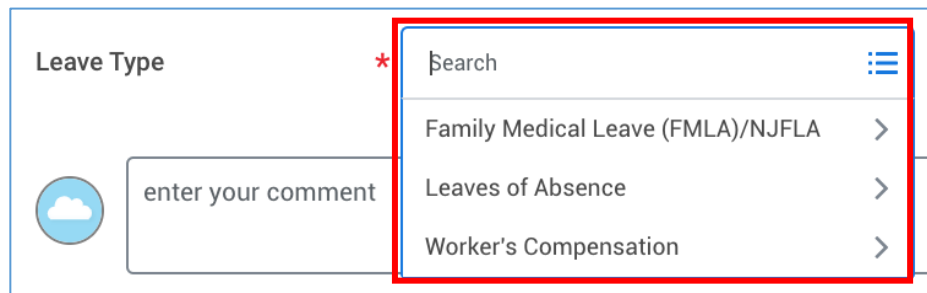
A screenshot of a form with two rows. The first row is labeled 'Last Day of Work' and has a date input field containing 'MM/DD/YYYY' and a calendar icon. The second row is labeled 'First Day of Leave' with a red asterisk to its left, and has a date input field containing 'MM/DD/YYYY' and a calendar icon. The entire second row is enclosed in a red rectangular box.

4) Enter the estimated last day of leave.



A screenshot of a form with four rows. The first row is 'Last Day of Work' with a date field containing '10/27/2020' and a calendar icon. The second row is 'First Day of Leave' with a red asterisk, a date field containing '10/28/2020', and a calendar icon. The third row is 'Estimated Last Day of Leave' with a red asterisk, a date field containing '12/04/2020', and a calendar icon. The fourth row is 'Leave Type' with a red asterisk and a dropdown menu icon. The third row is highlighted with a red rectangular box.

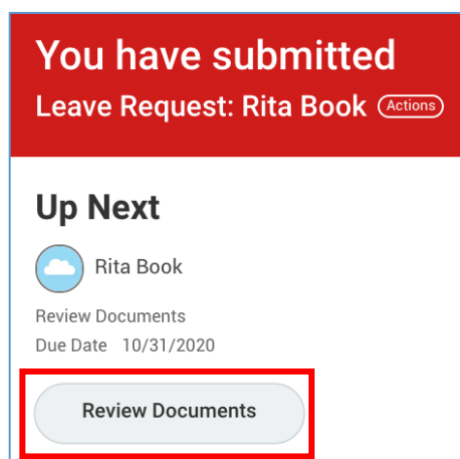
5) Select the type of leave you are requesting. There is a link at the top of the page to the [Leave of Absence](#) webpage for more information.



A screenshot of a form showing the 'Leave Type' dropdown menu. The label 'Leave Type' has a red asterisk to its left. The dropdown menu is open, showing a search bar and three options: 'Family Medical Leave (FMLA)/NJFLA', 'Leaves of Absence', and 'Worker's Compensation'. Each option has a right-pointing chevron. The entire dropdown menu area is enclosed in a red rectangular box.

6) Click **Submit** at the bottom of the page.

7) Click **Review Documents** on the next page. If you need to come back to this step later it will be in your Workday inbox.



A screenshot of a confirmation page. At the top, a red banner contains the text 'You have submitted' in white, followed by 'Leave Request: Rita Book' and an 'Actions' button. Below the banner, the text 'Up Next' is displayed. Underneath, there is a profile icon for 'Rita Book', the text 'Review Documents', and 'Due Date 10/31/2020'. At the bottom, a button labeled 'Review Documents' is highlighted with a red rectangular box.

- 8) Depending on the type of leave you are requesting you will be asked to fill out and attach specific documentation. Read the instructions on the page and upload attachments where requested. Remember to contact the HR Benefits team if you have any questions.
- 9) Click **Submit** at the bottom of the page.
- 10) The next page is a confirmation page. You may see an orange alert that you can click on for more information but no further action is required at this point in the process.



- 11) You will receive a Workday notification if your leave request is approved.