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 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).

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.

![First Day of Leave](image)

4) Enter the estimated last day of leave.

![Estimated Last Day of Leave](image)

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.

![Leave Type](image)

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.
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.