



Request a Return from Leave of Absence

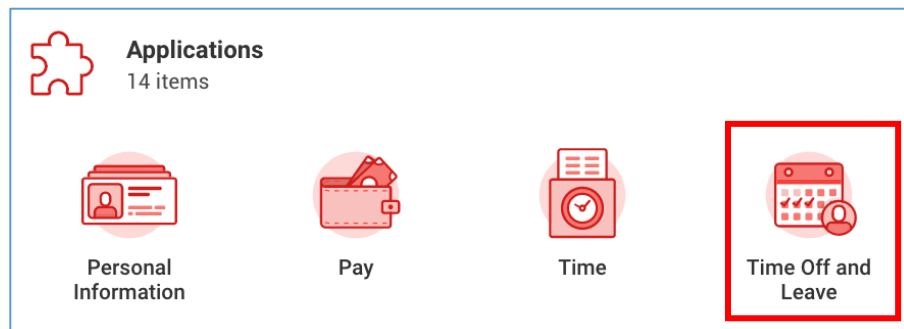
The following describes the process of submitting a request for to return from a leave of absence in Workday. Visit the [Leave of Absence](#) webpage for more information about leave of absence at Montclair State University.

Contact the Benefits team to discuss your options at benefits@montclair.edu if you are considering returning from a leave of absence.

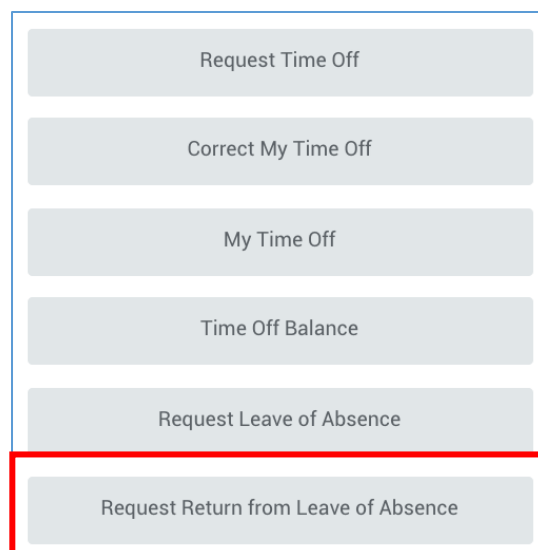
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

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



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




- 3) You will see your current leave of absence on the next page. Enter the first day you want to return to work at the top of the page.

First Day Back at Work 

- 4) Enter the requested last day of leave. This will be the day before your requested first day back at work.

Leaves Returned From 1 item

Select	*Leave	First Day of Leave	Estimated Last Day of Leave	Actual Last Day of Leave
<input checked="" type="checkbox"/>	Family Medical Leave (FMLA)/NJFLA > FMLA (Self) (10/28/2020)	10/28/2020	12/04/2020	<input type="text" value="MM/DD/YYYY"/> 

- 5) If your leave was for your medical condition, you will be required to provide a Fitness for Duty Certification. This release is to include any restrictions or limitations you have in performing your job. A release to return to work is not required if the Leave of Absence is for a family member's health condition. **Contact the Benefits team at benefits@montclair.edu to get the Fitness for Duty Certification Form.**
- 6) Click **Submit** at the bottom of the page.
- 7) You will receive a Workday notification if your leave return request is denied.