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.

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.
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.

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.
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