

Leave of Absence



Associates: Use this job aid to enter your Leave of Absence.

Getting started:

This job aid provides associates step-by-step instructions on how to request a Leave of Absence in Workday. This process is also available via Workday mobile, however, the navigation steps will vary slightly.

Enter your Leave of Absence:

1. From the home screen, select the **Absence** App.
2. Select **Request Absence** from the Request column.
3. From the calendar, click **Select Date Range** in the top left corner.
4. Enter the dates of your leave (estimate if necessary).
5. In the **Type** box, select **Leave of Absence** and then the specific type you will be taking. To determine which type you qualify for, review the leave policies on the company intranet (eCentral or Watercooler).
6. Click **Next** to continue the process.
7. On the next screen you will see an overview of your request. Review the information and make any adjustments or edits as needed:
 - If you need to make changes to the dates, click into the date fields to select new dates
 - The Last Day Worked field will auto-populate to your last work day based on your work schedule.
 - In the **Reason** field, select the appropriate response.
8. Optional: Enter comments for your Absence Partner to read when they review this request, such as additional information about your leave.
9. Click **Submit**.
10. Navigate to your **Inbox** to complete the next steps:
 - If the leave of absence is for your own medical condition, complete the questionnaire.
 - Review the Leave of Absence Acknowledgement.
 - Print and review the Leave of Absence Checklist.
11. If your Home Contact information is incomplete, you will receive a task to enter the missing personal contact information.
12. If you are a manager, you will receive a task to set up a delegation for a peer or supervisor to complete Workday tasks on your behalf. Refer to the Delegations job aid on Workday HQ for assistance.
 - Make sure to click **SUBMIT** on this task to complete your steps for this leave request
13. Your Absence Partner will contact you if there are additional forms needed based on your specific leave.
14. If applicable, your Absence Partner will go over the process for adding time off to supplement any disability payments.

The screenshot shows a mobile interface for selecting a date range. The title is "Select Date Range". There are three main input areas: "From" with a date field (MM/DD/YYYY) and a calendar icon, "To" with a date field (MM/DD/YYYY) and a calendar icon, and "Type" with a dropdown menu. The "From" field is highlighted with a blue border.

Date Changes or Cancellation of the Request:

Work with your Absence Partner and/or manager to alert them of any changes to your leave.



Intermittent Leave of Absence:

Intermittent (or reduced schedule) leaves are taken in separate periods of time and are typically due to a serious health condition of your own or an immediate family member. Due to this, you will request this leave like other Time Off.

Approval is needed for this type of leave, contact your Absence Partner and/or manager before making your initial request in Workday.

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1. From the home screen, select the **Absence App**.
2. Select **Request Absence** from the Request column.
3. From the calendar, pick the day(s) individually or if taking consecutive days off you can drag across the days to select them all at once.
4. Click the **Request Absence** button at the bottom left of the screen to continue the process.
5. In the **Type** box, click on  to select **Intermittent Leave of Absence** and then the type you are taking. Options will vary based on the time off you are eligible for and selecting the type will reduce that balance.
 - Unpaid USERRA will only apply if you are on active duty.
 - Other unpaid options will become available once your time off balances are exhausted.
6. Click **Next** to continue.
7. On the next screen you will see an overview of your request. Review the information and make any adjustments or edits as needed.
 - The hours per day will default to your scheduled weekly hours divided by 5. Click the **Edit Quantity per Day** button to make adjustments.
 - If you need to make changes to the dates, click into the date fields to select new dates.
 - If you need to add an additional day for this same time off type, click the  button.
8. Optional: Enter comments for your manager to read when they review this request, such as the reason for the absence.
9. Click **Submit** to complete the request which will go to your manager for approval.
10. Non-Exempt associates will still need to check in and out as usual to record their hours worked. Exempt associates do not need to take any further action after entering their intermittent time off requests.