REQUESTING A LEAVE OF ABSENCE

From the Absence application:

1. Click Request Absence

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|-----|--|-----------------|---|---|---|
| 88 | ⊖ Absence | | | | ŝ |
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| ٩ | Request View | | | | |
| 000 | Request Absence | Absence Balance | | | |
| | Request Return from Leave of Absence | | | | |
| | | | | | |
| | Available Balance as of Today | | | | |
| | Does not include future absence requests | | | | |
| | 4.62 Hours - Slok Time Off Plan 7.7 Hours - Vacation Time Off Plan | | | | |
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- 2. In the Absence Calendar select Date Range of requested leave of absence.
- 3. Submit dates using the Request Absence button.
- 4. In the **Select Absence Type** drop down menu, select **Leave of Absence** and select the appropriate leave type.



Time Off: Requesting a Leave of Absence

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|------------------------------|---|----|-------|--|-------------|----------|--------|----------|--|
| On behalf of: Matthew Blanco | | | | Lowe of Absorbos | | | | | |
| Ŵ | Q Search Absence Calendar Actions | | | FMLA/CFRA/PDL Continuous Leave | | ¢ 🖻 🧲 | | | |
| 8 | | | | (maternity/pregnancy disability and baby bonding) FMLA/CFRA Continuous Leave (baby bonding for adoptive | | | | | |
| | Click and drag on the calendar or select date range. Select Date Range View Teams | | Selec | parents/paternity) FMLA/CFRA Continuous Leave (care for a family members serious health condition) | | | | | |
| | Balance as of 08 / 15 / 2019 🛱 Sunday Per Plan 28 Sick Time Off Plan 4.62 Hours (Kick Time off Plan | | When | arch # | st 27, 2019 | Thursday | Friday | Saturday | |
| | | | Next | Cancel | _ | 1 | 2 | 3 | |
| 帥 | Vacation Time Off Plan 7.7 Hours (Vacation Time Off) | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | Total | 11 | 12 | | 14 | 15 | 16 | 17 | |
| $\langle \rangle$ | 16 Days - Request Absence | | | | | | | | |

- 5. Click **next** to enter the Request Absence review page. Please read and review additional instructions on top of the screen.
- 6. Review Request dates, leave type and total hours before submitting.

Once you submit your leave, you will receive a message in your Workday inbox for additional leave information. Your request will be sent to the Sr. Leaves Specialist and will contact you independently if additional information is needed.

7. Please check your Inbox and Notifications frequently for any updated information regarding your leave.



Employee

REQUESTING AN INTERMITTENT LEAVE OF ABSENCE

From the Absence application:

1. Click Request Absence

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| ٩ | | Request | View | | | | |
| 000 | | Request Absence | | Absence Balance | | | |
| | | Request Return from Leave of Absence | | | | | |
| | | | | | | | |
| | | Available Balance as of Today | | | | | |
| | | Does not include future absence requests | | | | | |
| | | 4.62 Hours - Sick Time Off Plan 7.7 Hours - Vacation Time Off Plan | | | | | |
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- 2. In the Absence Calendar select Date Range of requested leave of absence.
- 3. Submit dates using the Request Absence button.
- 4. In the Select Absence Type drop down menu, select Intermittent Time Off and select the appropriate leave type.



Time Off: Requesting a Leave of Absence

← Intermittent Time Off Ŵ FMLA/CFRA/PDL Intermittent Leave (maternity/pregnancy disability and baby **Absence Calendar** bonding) 믱 FMLA/CFRA Intermittent Leave (baby bonding for adoptive parents/paternity) Selec FMLA/CFRA Intermittent Leave (care for a family Select Date Range members serious health View Teams condition) When **Balances** (>) Aud 10 Type Balance as of 08 / 15 / 2019 Cancel 3 4 5 6 8 9 齡 11 12 14 17

- 5. Click **next** to enter the Request Absence review page. Please read and review additional instructions on top of the screen.
- 6. Click Edit Quantity per Day to enter number of hours requested.

Once you submit your leave, you will receive a message in your Workday inbox for additional leave information. Your request will be sent to the Sr. Leaves Specialist and will contact you independently if additional information is needed.

7. Please check your Inbox and Notifications frequently for any updated information regarding your leave.



workday. | EDUCATION

Employee