



Considerations for Leave of Absence



The Considerations for Leave of Absence tip sheet is for all Employees and Managers.

If an employee is on a leave of absence, respective FMLA or Military, Time Off hours must be entered and submitted each payroll period. If the employee is unable to enter the time off hours, a manager or Absence Admin will enter the time off hours.

1. Beginning on the Workday homepage, select **View All Apps > Absence**.

NOTE: To add an app, select **Add Apps**, search for the app by typing its name, and select the plus sign.

2. From the **Request** menu, select **Request Absence**.
3. Using the calendar, select the dates you want to enter time for. Do not include weekends.
4. Select **Request Absence**.
5. In the **Type** field, select the appropriate Time Off type with FMLA or Military at the end.
6. If needed, change either **Type** or **Quantity per Day** field and add a comment for the request.
7. Optional: Attach files.
8. Select **Submit**.

Leave of Absence Types and Descriptions

Annual Leave Time Off FMLA

If an employee is on approved FMLA and will use annual time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.

Sick Leave Time Off FMLA

If an employee is on approved FMLA and will use sick time off, this option is used in order to track FMLA hours and reduce sick time off balance at the same time.

Personal Leave Time Off FMLA

If an employee is on approved FMLA and will use personal time off, this option is used in order to track FMLA hours and reduce personal time off balance at the same time.

Leave without Pay Time Off FMLA

If an employee is on approved FMLA and will NOT use paid time off, this option is used in order to track FMLA hours.

Military Leave Time Off

If an employee is approved for Military leave, this option is used to track the time an employee is out on Military leave. Military leave can be paid or unpaid leave.

Intermittent/FMLA Annual Leave Time Off

If an employee is on approved Intermittent FMLA and will use annual time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.

Intermittent / FMLA Sick Leave Time Off

If an employee is on approved Intermittent FMLA and will use sick time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.

Intermittent / FMLA without Pay Leave Time Off

If an employee is on approved Intermittent FMLA and will NOT use paid time off, this option is used in order to track FMLA hours.

CNM Faculty Personal Leave Time Off FMLA

Personal time off for faculty and instructional support employees at CNM on approved FMLA. This option is used in order to track FMLA hours and reduce personal time off balance at the same time.

CNM/SFCC Faculty Sick Leave Time Off FMLA

Sick time off for faculty at SFCC on approved FMLA and faculty and instructional support employees at CNM on approved FMLA. This option is used in order to track FMLA hours and reduce sick leave balance at the same time.

SFCC Faculty Annual Leave Time Off FMLA

Annual time off for faculty employees at SFCC on approved FMLA. This option is used in order to track FMLA hours and reduce annual time off balance at the same time.