



Request and Return Leaves of Absence for HR Team



The Request and Return Leave of Absence for HR Team tip sheet is for Absence Partners and HR Administrators.

Place Workers on Leave

When an employee submits all completed documents requesting a leave of absence, follow the steps below:

Request Absence

1. Beginning on the Workday home page, use the search bar to locate and select **Request Absence**.
2. Select **Request on Behalf of** tab.
3. Select **Worker's name**.
4. Select **Continue**.
5. Choose the dates the worker will be on leave either on the **Calendar view** or toggle to **Date Range**; select the appropriate dates.
6. Select **Continue**.
7. Select **Type of Absence** > Select **Leaves**. Choose the appropriate leave type (e.g., Sabbatical leave, USA FMLA, or USA Military Leave).
8. Select **Continue**.
9. In the Request Absence box, confirm Type of Absence, Last Day of Work, First Day of Absence, and Estimated Last Day of Absence.
10. Attach any documentation required for the leave. Add Comments as appropriate.
11. Review the details and select **Submit** or **Cancel**.

Manage Absence

1. Beginning on the Workday homepage, select the **Manage Absence** button OR from the menu **View All Apps > Manage Absence**.
2. Scroll to the Switch Worker button, click on the button to open a new screen.
3. Enter the worker's name or use the menu for available search options. Select **OK**.

4. Using the month calendar view, select the date(s) for the leave then scroll down and select the blue button to continue.
5. From the pop-up window, select the **Type of Absence**.
6. Select **Leaves** to expand leave options to confirm the leave type. Choose the appropriate leave type.
7. Select **Continue**.
8. In the Request Absence box, confirm Type of Absence, Last Day of Work, First Day of Absence, and Estimated Last Day of Absence.
9. Add comments as needed.
10. Select appropriate **Reason**.
11. Select **Submit** to send the request to the next step in the process.

Business Process

The request will be auto approved, and notifications will be sent to Payroll Partner, Manager, Absence Partner, Benefits Partner, and HR Partner.

Every payroll period, the employee, manager, or admin need to enter respective FMLA paid or unpaid (if employee is on FMLA leave) or Military (if employee is on Military leave) time off hours.

If an employee enters time off hours, then the manager needs to approve hours. If admin/manager enters time off hours on behalf of the employee, then hours will auto approve.

Return Workers from Leave

When an employee submits all completed documents requesting to come back to work, follow the steps below:

1. Beginning on the Workday home page, locate Your Top Apps. Select **View All Apps > Manage Absence**.
OR
In the Workday Search bar type "**Manage Absence**".
2. Scroll to the **Switch Worker** button.
3. In the pop-up screen, type the Worker name. Click **OK**.
4. In the **Actions** drop down menu, choose **Return Worker from Leave**.
5. In the new screen, confirm the worker's name and position. Click **OK**.
6. Enter the **First Day Back at Work**.
7. Enter the **Actual Last Day of Leave**.
8. Enter comments as appropriate.

9. To attach documentation required for the return from leave, drop files or **Select files** to upload.
10. Select **Submit**. This will move the request to the next step in the process (Benefits, etc.)

Leave of Absence Types and Descriptions

Annual Leave – FMLA

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

Sick Leave – FMLA

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

Personal Leave FMLA

If an employee is on approved FMLA and will use personal time off, this option is used to track FMLA hours and reduce personal time off balance at the same time. Personal Leave FMLA is not used at LCC.

Leave without Pay – FMLA

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

Military Leave

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

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

Intermittent / FMLA Sick Leave

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

Intermittent / FMLA without Pay Leave

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

CNM Faculty Personal Leave

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

CNM/SFCC Faculty Sick Leave

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 to track FMLA hours and reduce sick leave balance at the same time.

SFCC Faculty Annual Leave

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