REQUEST/RETURN FROM LEAVE OF ABSENCE AND CANCELLING LEAVE OF ABSENCE REQUESTS

Employees can initiate a leave of absence request when their requested leave involves a longer period of absence, such as Military or Maternity leave.

**Request Leave of Absence**

**Return from Leave of Absence**

**Cancel a Leave of Absence Request**

**NOTE:** Do not use Leave of Absence for Paid Time Off (PTO) which is recorded in TOL.

REQUEST LEAVE OF ABSENCE

1. From the homepage, navigate to the **Time Off** worklet.

2. Under **Request**, select **Leave of Absence**.

3. Enter the following details for your **Last Day of Work** and **First Day of Leave**.

**NOTE:** Last Day of Work will auto-populate when you enter your First Day of Leave.
4. Once you enter your information, you will then be able to select your **Estimated Last Day of Leave**, and **Leave Type**. Click **Submit**.

![Image of leave request form]

**NOTE:** Provide any supporting documentation that is required.

**NOTE:** Contact HR if you are unsure of required documentation. If you must take leave abruptly (e.g., due to illness or a family emergency), you should contact your manager or HR, who can initiate a Leave of Absence request on your behalf.

5. Click **Review Documents**.

![Image of review documents]

**NOTE:** You may need to acknowledge an additional statement to continue.

6. Click **Submit**.

**RETURN FROM LEAVE OF ABSENCE**

Employees can initiate a return from leave that involves a longer period of absence (e.g., at least two weeks), such as Military or Maternity Leave. Employees should not initiate for time off requests shorter than two weeks (e.g., annual time off, bereavement, jury duty, etc.).

1. From the **Home** page, navigate to the **Time Off** worklet.

2. Select **Return from Leave**.
3. Select the **First Day Back at Work** and **Actual Last Day of Leave**.

   ![Image of Workday screen showing time off request]

   **NOTE:** Provide any supporting documentation that is required.

4. Click **Submit**.

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** Cancelling a Leave of Absence Request **

Employees who initiated a leave action in error can cancel it by navigating to Worker History.

1. From the **Home** page, click on **My Account** in the upper right corner and click **View Profile**.

   ![Image of Workday screen showing cancel leave]

   **2/13/2018**
2. Click on the **Actions** button under your name, scroll down to **Worker History**, and click on **View Worker History**.

3. On the **Worker History** screen, locate the **Leave Request Business Process** that is showing as **In Progress** under Status.

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Effective Date</th>
<th>Initiated On</th>
<th>Due Date</th>
<th>Completed On</th>
<th>Status</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Request: Kevin</td>
<td>01/22/2018</td>
<td>01/19/2018 12:39:15 PM</td>
<td></td>
<td></td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

4. Click on the **Related Actions** button next to the Leave Request line, select **Business Process**, and click **Delete**.

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2/13/2018
5. On the following page, review the details of the leave action that you are about to cancel and click **Okay** in the bottom left corner.

![Delete Incomplete Business Process Leave Request](Image)

5. On the following page, review the details of the leave action that you are about to cancel and click **Okay** in the bottom left corner.

![Delete Incomplete Business Process Leave Request](Image)

6. Click **Done** on the next page. Your leave request has been successfully cancelled.

![Delete Incomplete Business Process](Image)

**Note:** Depending on the status of your leave request, you may see the option to **Cancel** rather than **Delete**. In these cases, please click **Cancel** instead of **Delete** in step 4.