Keep in mind

- You will need to upload at least one document in the initiation step of the Request Leave of Absence process. Please do not upload any personal medical information about the employee. These documents will remain outside of Workday (e.g. FMLA form or memo from the Chair and Dean).
- The “Expected Last Day of Leave” date should be updated in Workday as necessary.

Information Needed

- Type of Leave requested for the Academic Employee
- First day of leave
- Expected last day of leave
- Memo signed by the Chair and Dean with the financial and other terms of the leave

Steps:

1. Search for the Employee. From the Employee’s Record, click on the Related Action Icon (…) to display the menu of Available Actions. Hover over Time and Leave and click on Place Employee on Leave.
2. Use the Calendar Icon to enter the Last Day of Work (This is an optional field.).

3. Use the Calendar Icon to enter the First Day of Leave.

4. Use the Calendar Icon to enter the Estimated Last Day of Leave.

5. Use the Prompt Icon to select the Leave Type.

There are three distinct types of Academic Leaves: **Partial Pay Academic Leave**, **Paid Academic Leave** and **Unpaid Academic Leave**. Carefully choose the Leave Type. These three types can be found in the Paid Leave of Absence and Unpaid Leave of Absence categories. When selecting either of the 2 leaves in the “Paid” Leave Family, please ensure that if a portion of the Leave is full pay and the remainder is not – you will need to select one of the 2 categories listed in this Family to ensure compensation is distributed during the Leave of Absence.

While there are check boxes displayed during this step, you will not be able to select any of them. They are for informational purposes only and are controlled by the Leave Administrator along with the Payroll team.
Quick Reference Guide: Request Leave of Absence - Academic

6. Use the **Arrow Icon** to attach **Supporting Documents** if needed.

   ![Tip Image] You will be required to upload a document at this point in the process. Please upload a copy of the signed memo from your Chair and Dean with the terms of the leave agreement. Any personal/private medical information other than a straightforward Parental, Maternity, or Child Care leave should be sent separately outside of Workday to the Provost’s Office.

7. On the **Attachments Tab**, click the **Add Icon** to add an attachment.

8. Click the **Attach Icon** to select your attachment.

9. Click on the **Submit Icon** to submit this task.

10. You will receive a message indicating the next step you need to complete. If either of the options in the “Paid Leave of Absence” category is selected, this step will appear. It will not appear if the leave category of “Unpaid Leave of Absence” is selected.
11. Click **Open** to complete the task or **Skip** to complete it at a later time. If you select Skip, you will need to enter a reason for skipping the task.

If the leave type is **Partial Pay Academic Leave**, you will need to enter the compensation change at this time with a Reason of “Leave of Absence.” This will change the compensation amount for the time of the leave.
Please ensure you are filling in the “Actual End Date” field on the compensation to ensure that this change will only occur for the proposed Leave period of time.

If the leave type is Paid Academic Leave or Unpaid Academic Leave, this step should be skipped.

12. Use the Arrow Icon to review the Details and Process information.

13. Click the Done Icon to complete this task.
Quick Reference Guide: Request Leave of Absence - Academic

If a Leave is Accompanied by a Stop-The-Clock on Review for Promotion:

1. Use the "Update Academic Appointment" Quick Reference Guide to navigate to the Employee's Primary Academic Appointment.

2. When selecting a Reason, navigate to the “Stop The Clock” category and select the most appropriate reason. If a reason does not exist, contact the Workday Knowledge Center for assistance.

3. The Academic HR Administrator or Academic Leave Administrator will adjust the appointment dates in accordance with the agreed-upon terms of the Leave of Absence.