



LEAVE OF ABSENCE REQUEST INSTRUCTIONS

(Leave Types: Medical, Parental/Adoption/Foster Care, Family Care, Educational and Military LOA)

If you have an assault leave request, contact the LOA Specialist at 216.838.0054.

LOA requests must be submitted via Workday, thirty (30) calendar days in advance when the need for leave is foreseeable.

All work related leave are subject to approval through Workers Comp.

INTERMITTENT LEAVE REQUESTS: An eligible employee who needs intermittent leave or leave on a reduced leave schedule for a qualifying reason, needs to be foreseeable based on planned medical treatment and not exceed 20 percent of the total number of working days over the period the leave would extend.

How to submit your LOA Request via Workday:

1. Scan your paperwork for your records and preparation for upload to Workday.
2. Log into Workday and click the time off icon.
3. Select the Leave of Absence tab.
4. Enter the estimated dates for your leave starting with the *First Day of Leave Option.
5. Choose your leave type.
6. Upload your scanned paperwork under "Attachments".
7. Hit the Submit button and follow the additional prompts in your Workday Inbox.

You will receive notification of determination within three (3) to five (5) business days upon receipt of your request.

*If a sub is required for your absence it is the responsibility of the employee to enter the absence in the CMSD Sub Center. If assistance is needed please contact Diane Hlavaty at 216.838.0069 or via email at substitutes@clevelandmetroschools.org.

How to submit a Return to Work request via Workday:

1. If Applicable scan your paperwork for your records and preparation for the upload to Workday.
2. Log into Workday and click the time off icon.
3. Select the Return to Work tab.
4. Enter your last day of leave.
5. Upload your scanned paperwork under "Attachments".

All return to work requests should be submitted 2 weeks, prior to expiration of your leave of absence.

No Documentation is required for return from: parental, family care, or intermittent leave.

Return to work requests with restrictions require prior approval from the LOA department.

For additional assistance; please contact The Employee Relations Department via email at employeerelations@clevelandmetroschools.org