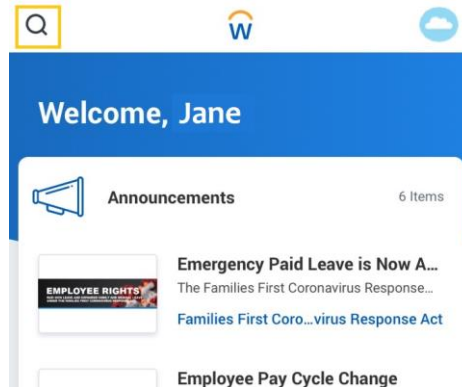
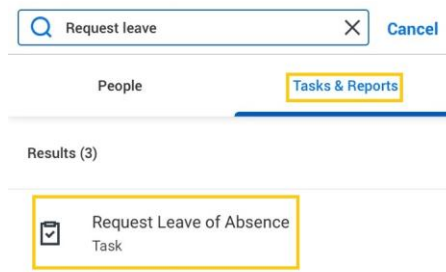


# Workday Job Aid: How to Request a Leave of Absence via Workday

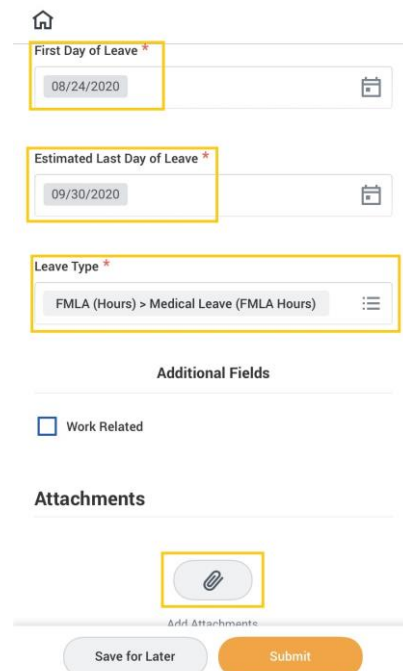
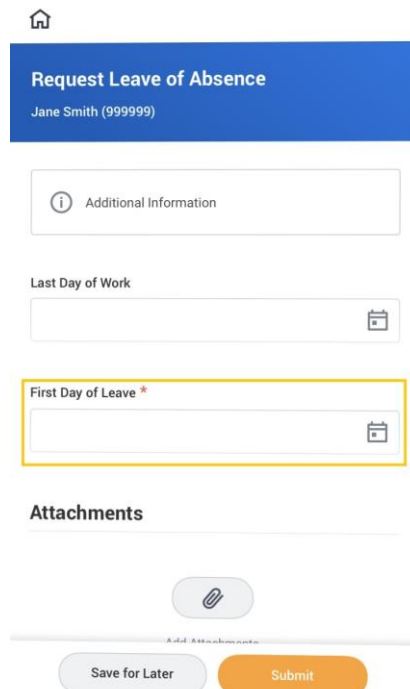
- 1) Log in to the Workday app and click the magnifying glass in the upper left corner to access the search bar.



- 2) Enter 'Request Leave' into the search bar and click on the 'Task & Reports' tab. From there, select the 'Request Leave of Absence'.



- 3) Input the 'First Day of Leave' and you will then be prompted to input the 'Estimated Last Day of Leave' and 'Leave Type'. Add the leave paperwork in the 'Attachments' box.



# Workday Job Aid: How to Request a Leave of Absence via Workday

- a) Select 'Leave of Absence' as the document category and click 'Done'.

IMG\_9816.jpeg Done

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this document, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employee to request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a serious health condition includes an illness, injury, impairment, or physical or mental condition that results in the inability to perform substantial work. For more information about the definition of a serious health condition under the FMLA, see the chart on page 4.

You may, but are not required to, provide other appropriate medical facts including symptoms, diagnosis, or any requests of continuing treatment under the law or specialized equipment. Please note that some forms or tests may not allow disclosure of certain medical information due to privacy, patient health, or other laws, such as providing the diagnosis and/or name of treatment.

Page 1 of 2 Form WFD000000 - Revised June 2019

Description

Category \*

Leave of Absence

- 4) Review all documents and checklists sent to your Workday inbox. Submit these tasks to complete the leave request process. The request will then be sent to the Leave of Absence Administrators for processing.

Cancel Submit

**Review Documents**  
Review Documents for Leave Request: Jane Smith (999999)

**Documents**

Document

Employee Rights and Responsibilities Under...

**Instructions**  
Please read the attached disclosure regarding your FMLA rights and responsibilities.

**Signature Statement**  
I have received the Employee Rights and Responsibilities Under the Family and Medical Leave Act form.

I Agree

Success  
In Progress  
Review Documents

Up Next  
Jane Smith (999999) >

For any additional information, questions or concerns, please call 216-838-0054 or email [employeerelations@clevelandmetroschools.org](mailto:employeerelations@clevelandmetroschools.org).