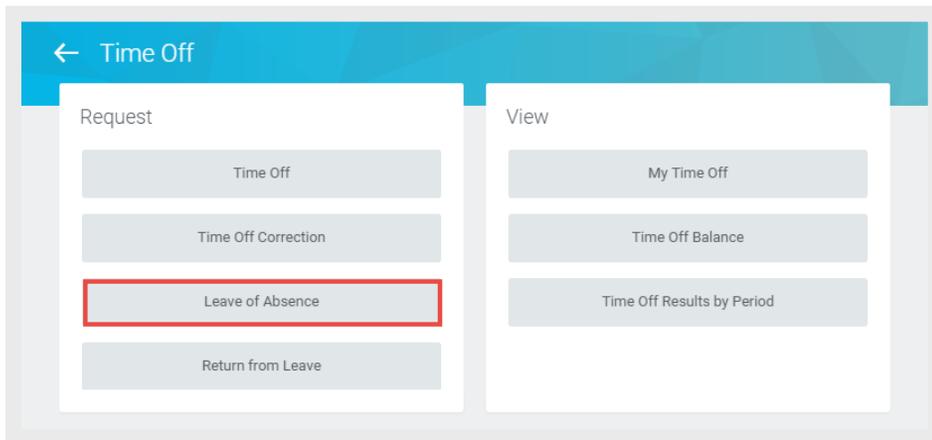


Request a Leave of Absence

The criteria for a leave of absence may vary depending on the reason for the leave, and any state or federal laws that define a leave of absence. These instructions are intended to show you Workday functionality, not to replace or supersede the advice of your Human Resources department, your doctor, or the law.

From the **Time Off** worklet:

1. Click **Leave of Absence**.



2. Enter the dates in the **Date** fields.
3. Select a **Leave Type** reason. Please refer to your collective bargaining agreement for information on your specific leave policy.



Workday allows your organization to link its Leave Policies from this page. Consult your organization policies and your Human Resources representative if you have questions about your Leave of Absence request.

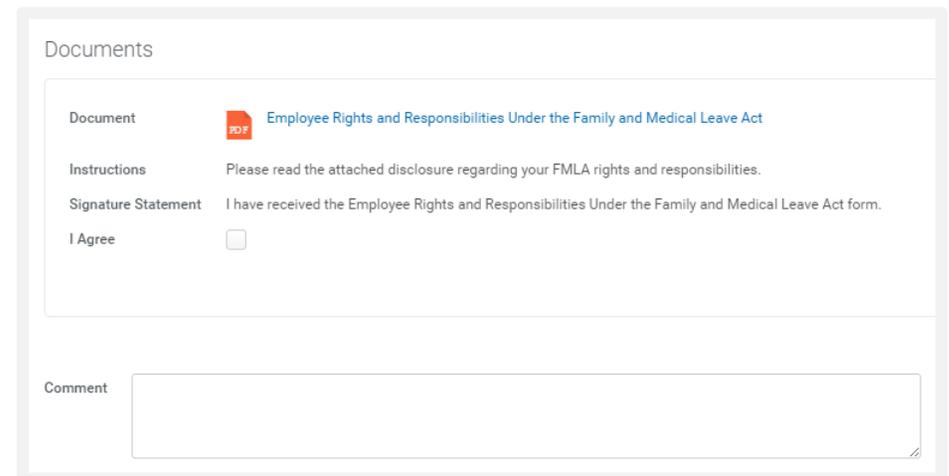
4. Drag files or click the **Select files** to upload any supporting documents that your organization requires.

5. Click **Submit**.

Submitting the leave request initiates a business process that includes approval steps. Subsequent required To Do steps for you display automatically. Any errors or warnings also display, and may require corrective action. You can click the **Details and Process Arrow** to view more information.

6. Subsequent steps include a review of documents. To do this, click Review Documents to read related documents.

7. Check the acknowledgement statement for each document.



8. Click **Done**.

9. Click **Submit**.