



Return Worker from Leave: People Leaders

FMLA is a federal law that provides employees the right to take a leave of absence (up to 12 weeks) for personal or family medical reasons and leave for qualifying military exigencies or military caregiver while maintaining job protection. Examples of reasons an employee might apply for FMLA include the birth, adoption, or fostering of a child to recover from surgery or for an illness (e.g., cancer, diabetes). More information about FMLA requirements at VUMC can be found [here](#). Follow the steps below to return worker to work within Workday.

From the Workday Homepage:

1. Search for the **Employee** in the **search field**.
2. Select **Actions**.
3. Hover over **Time and Leave**, and then select **Return Worker From Leave**.
4. Confirm you want to return the specified worker from leave, and select **OK**.
5. Enter dates for **First Day Back at Work** and for **Actual Last Day of Absence**
6. Select **Submit**.

Note: Managers should email any supporting document(s), such as a medical return to work forms, to fmlaprocessing@vumc.org or fax it.

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	FMLA (12/08/2022)	12/08/2022	12/14/2022	MM/DD/YYYY

QUESTIONS?