



## Placing an Employee on Leave (for Managers and FMLA Partners)

This guide explains how to Place an Employee on Leave in Workday. When an employee is unable to work for either a single, continuous period of time or where time off is needed on an intermittent basis (i.e. appointments, sporadic or unforeseeable episodic flare-ups, and/or for a reduced work schedule) the Leave of Absence process takes place. The Leave of Absence process is designed to properly and timely designate and track Family and Medical Leave (FMLA), provide job protection, and help with proper staffing for impacted departments.

### Place an Employee on Leave

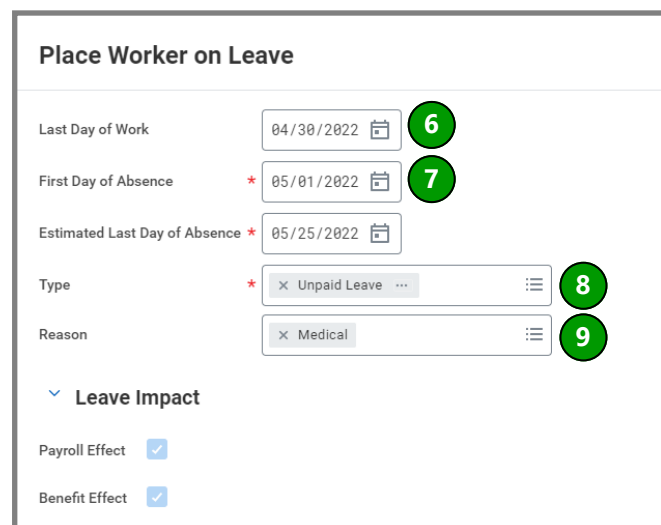
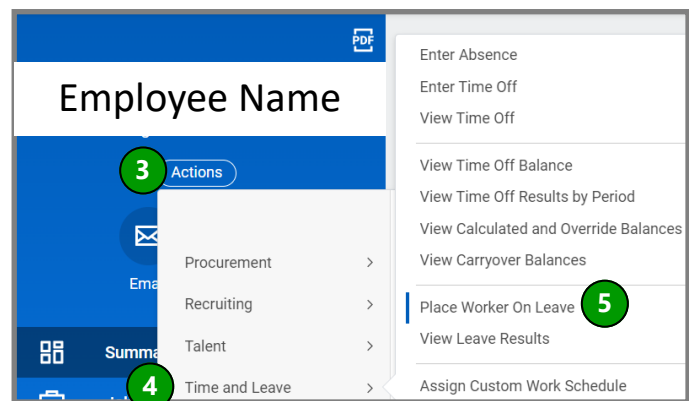
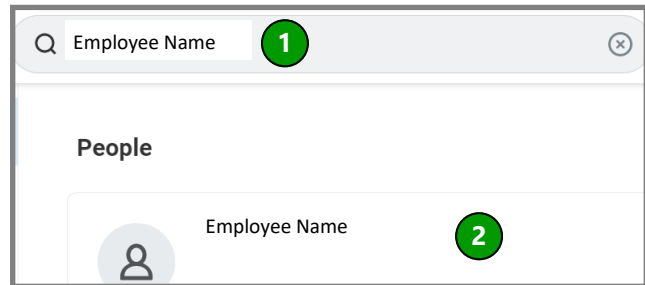
1. Search the Employee by typing their name in the **Search bar**.
2. Select the **Worker** from the drop-down.
3. Click the related **Actions** menu.
4. Select **Time and Leave**.
5. Select **Place Worker on Leave**.
6. Click the **Calendar** icon and select the date for **First Day of Absence**.

**Note:** The **Last Day of Work** should reflect the last day the employee worked. If not entered, this field will auto-populate with the date before the leave begin date.

7. Click the **Calendar** icon and enter the dates for **Estimated Last Day of Absence**.
8. Select the appropriate **Type** of leave by clicking on the **Prompt** icon. In this example, we have selected **Unpaid Leaves**.

**Note:** The **Reason** field needs to be filled only for a few types of leaves.

9. Select the **Reason** by clicking on the **Prompt** icon. In this example, we have selected **Medical**.





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10. **Enter comment**, if required.
11. **Attach files**, if required.
12. Click **Submit**.

enter your comment **10**

Attachments

Drop files here  
or  
**11** Select files

**12** Submit Save for Later Cancel

### Additional Information

- FMLA/Non-FMLA leave of absence managers are able to initiate the leave of absence, but it is reviewed by the FMLA team before fully approved.
- Managers can return the employees from FMLA/Non-FMLA leave without any additional steps from the FMLA team.
- Some types of Leave of Absence Managers not able to place/return employees from, Short-Term Disability and Long-Term Disability.
- FMLA/Non-FMLA leave of absences are tracked as time utilized.
  - 0 There is not a need to add FMLA Time Off while an employee is on an FMLA leave of absence.
  - 0 flexPTO, Sick Time, Parental Leave and any other time off plans still need to be entered into Workday to ensure the employee is paid while on leave of absence.