



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

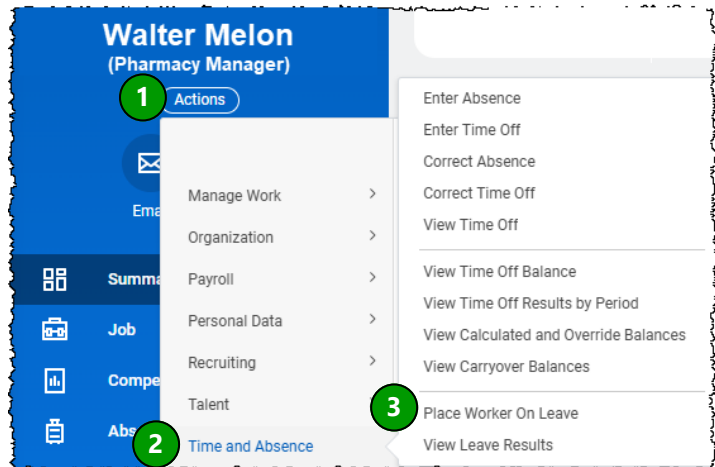
This guide explains how to Place an Employee on Leave in Workday. When an employee is unable to work for either a single, continuous period of time or where time off is needed on an intermittent basis (i.e. appointments, sporadic or unforeseeable episodic flare-ups, and/or for a reduced work schedule) 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. From the Employee profile page, select the **Actions** menu.
2. Hover over **Time and Absence**.
3. Select **Place Worker on Leave**.
4. Enter the **Last Day of Work**.

**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.

5. Enter the **First Day of Absence**.
6. Enter the **Estimated Last Day of Absence**.
7. Select the appropriate **Type** of leave.
8. Select the appropriate **Reason** of leave.
9. **Attach** any supporting documentation.
10. Select **Submit**.



### Place Worker on Leave

Last Day of Work: 02/10/2025

First Day of Absence: 02/11/2025

Estimated Last Day of Absence: 02/28/2025

Type: FMLA

Reason: FMLA Personal

**Leave Impact**

Payroll Effect: ☒

enter your comment

**Attachments**

Drop files here

or

Select files

**Submit** Save for Later Cancel



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### 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.