



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

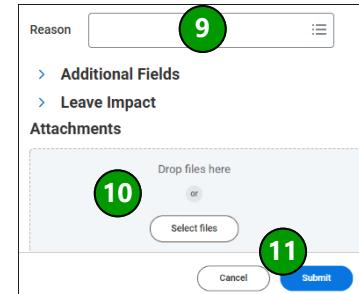
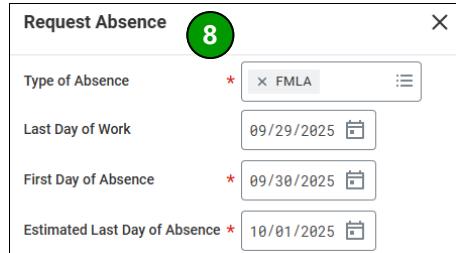
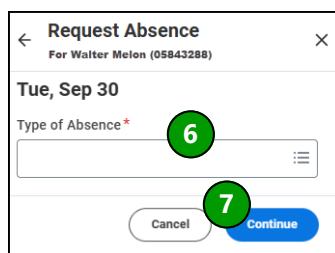
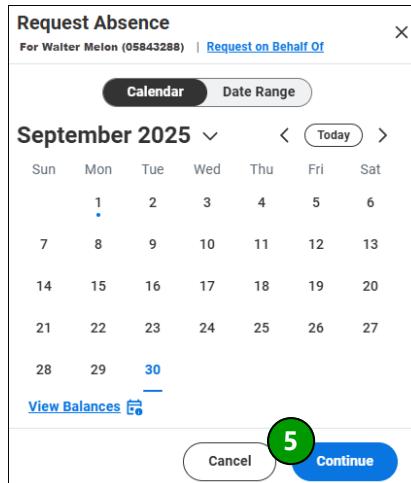
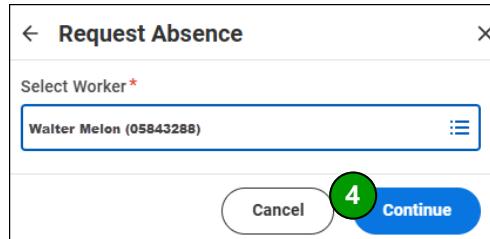
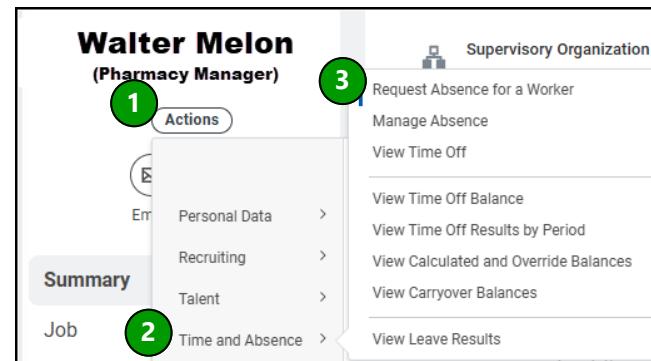
This guide explains how to Place an Employee on Leave in Workday. When an employee is unable to work for either a single, continuous period of time or where leave is needed on an intermittent basis (i.e. appointments, sporadic or unforeseeable episodic flare-ups, and/or for a reduced work schedule) the 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 **Request Absence for a Worker**.
4. Confirm the worker name and select **Continue**.
5. Select the **date(s)** or **date range** for the leave, and then select **Continue**.
6. Select **Leave** from **Type of Absence**, and then select the appropriate **Leave Type** you are placing worker on.
7. Select **Continue**.
8. Enter all required (*) information and confirm all information is correct.

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.

9. Select the appropriate **Reason** of leave.
10. Attach any supporting documentation.
11. Select **Submit**.





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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.
 - There is not a need to add FMLA Time Off while an employee is on an FMLA leave of absence.
 - 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.
