



Returning an Employee from a Leave of Absence (Managers and FMLA Partners)

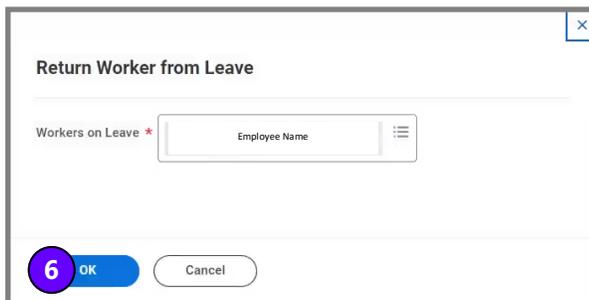
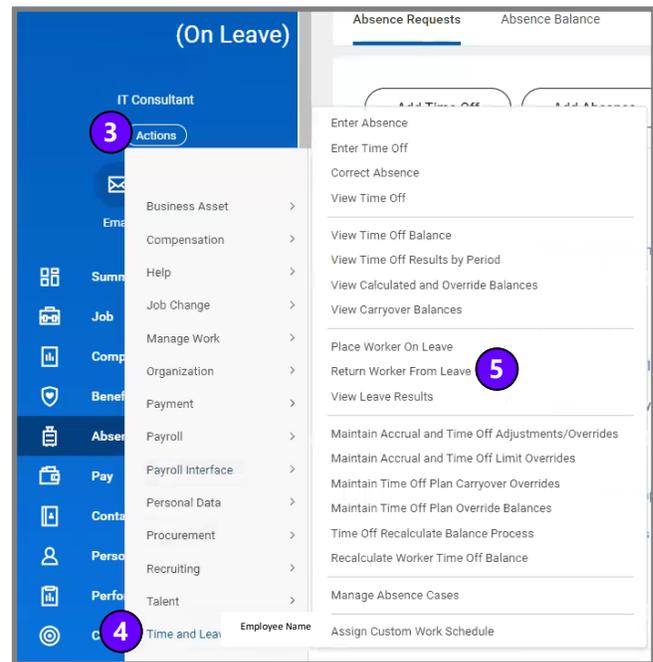
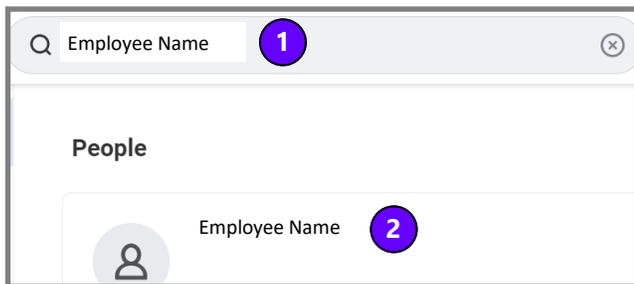
This guide will explain how to Return an Employee from a Leave of Absence in Workday.

Return Employee from 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 **Return Worker From Leave**.

The **Return Worker from Leave** window will display for the selected worker.

6. Click **OK**.





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Return Employee from Leave

The **Return Worker from Leave** window will display for the selected worker.

6. Enter the **First Day Back at Work** field.
7. Select the absence.
8. Enter the **Actual Last Day of Absence**.
9. Click **Submit**.

The task will be submitted and the worker will be returned from the leave.

Return Worker from Leave Employee Name

First Day Back at Work: 08/16/2022

Absences Returned From: 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Unpaid Leave (06/01/2022)	06/01/2022	06/14/2022	08/15/2022

enter your comment

Attachments: Drop files here or Select files

Submit Save for Later Cancel

Additional Information

- Managers can return employees from FMLA/Non-FMLA leave of absences without additional steps needed from the FMLA team.
- Return to work forms should be submitted to the FMLA team for documentation (Fax: 615.343.2176).
- If the employee needs restrictions, managers should contact their HR business partner to discuss the restrictions if they believe they impact the essential job functions.
 - 0 The manager or employee may submit a request for reasonable accommodation by creating a case in Workday Help. The release to return to work with restrictions can be attached directly to the Workday Help Case.
- Managers are not able to return employees to work from Short Term Disability and Long Term Disability.