LEAVE OF ABSENCE
FMLA FOR STAFF & FACULTY ONLY (DOES NOT APPLY TO MED CENTERS)

The employee needs time away from work for a reason that may be covered by FMLA (Family and Medical Leave Act).

Reasons include:
• Sick/Injured Leave of Absence
• Becoming a Parent Leave of Absence

Inside of Workday

Step 1. Request LOA
Use the Enter Absence to request the date range for the leave. Use one of the following:
• LOA – General Request – Sick and Family Member Care Leave
• LOA – General Request – Becoming a Parent

Step 2. Complete Form(s)
Complete the appropriate healthcare form(s) and submit to UWHR or Academic HR.

Step 3. Review Form(s)
UWHR or Academic HR will review the submitted form(s) and follow-up if/when necessary.

Step 4. Email Confirmation
The employee’s supervisor, HR Partner, and/or Dean’s office will receive an email from UWHR or Academic HR with the approved leave type and date range.

Step 5. Approve
Absence Office Partner will change the leave type to “FMLA Approved” which will reflect on the employee’s absence calendar in Workday.

Step 6. Enter Time Off
Enter time off for the leave period, this determines pay:
• Do not enter time for days the employee would not typically work (i.e. Sat & Sun for Mon-Fri workers).

Exception: Cannot include Sat & Sun when FMLA is not intermittent.
• If leave is intermittent, include the reason in the drop-down menu that states “FMLA” in each time off block taken (e.g. Vacation, Unpaid Sick Time Off, etc.).

Employee or Time & Absence Initiate

Step 7. Return from Leave
In Workday, make sure to return the employee from leave on the day they return.

Exception: If the leave is intermittent and actual end date differs, determine if the leave has ended, or if additional medical documentation is required. For additional questions, please contact UWHR.

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Step 7. Return from Leave