

REQUEST ABSENCE – LEAVE OF ABSENCE (FMLA)

1. Select the **Absence** Worklet.



Absence

2. Select **Request Absence**.

Request

Request Absence

Correct My Absence


3. Click on the **Select Date Range** button at the top left of your Absence Calendar.
4. Enter a **From** and **To** date to identify the full range of your leave request.

Select Date Range



Select Date Range

From * 08 / 01 / 2017 

To * 08 / 31 / 2017 

Type * 

Next

Cancel

5. Enter the **Type** for the leave of absence you are requesting. Select one of the following:

- LOA – General Request – Sick/Injured Leave
- LOA – General Leave Request - Becoming a Parent

Note: If the worker has more than one position, in the **Position** field, select the position appropriate for the leave of absence request. If taking a leave of absence from more than one position, a request must be submitted for each position.

6. Select **Next**.

Select Date Range

From * 08 / 01 / 2017

To * 08 / 31 / 2017

Type * X LOA - General Request - Sick/Injured Leave

Position * X PN-00 PROGRAM COORDINATOR

Next Cancel

7. Verify the **From**, **To**, and **Last Day of Work** dates are correct.

Total 31 Days - LOA - General Request - Sick/Injured Leave

Request 1 item

*From	*To	*Type	Total
08/01/2017	08/31/2017	LOA - General Request - Sick/Injured Leave	31 Days

Details

Last Day of Work 07 / 31 / 2017

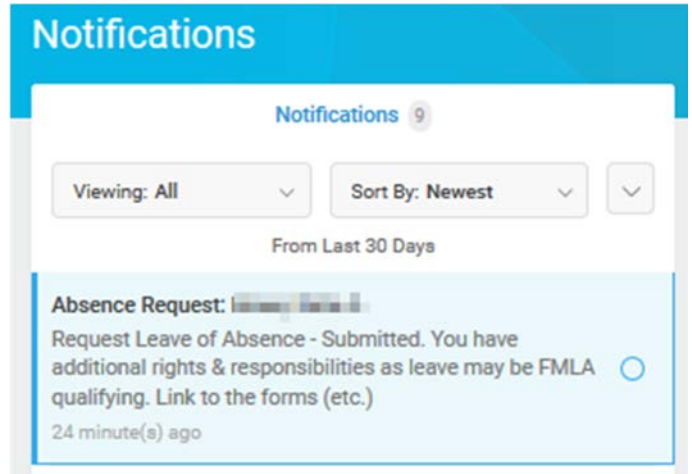
Position * X PN-00 PROGRAM COORDINATOR

8. Select **Submit**.

Note: If you've submitted your Leave request in error, contact your HR/Academic Partner to cancel the "In Progress" business process on your behalf. See the **Cancel Absence Request - Leave of Absence Quick Guide**.

Submit

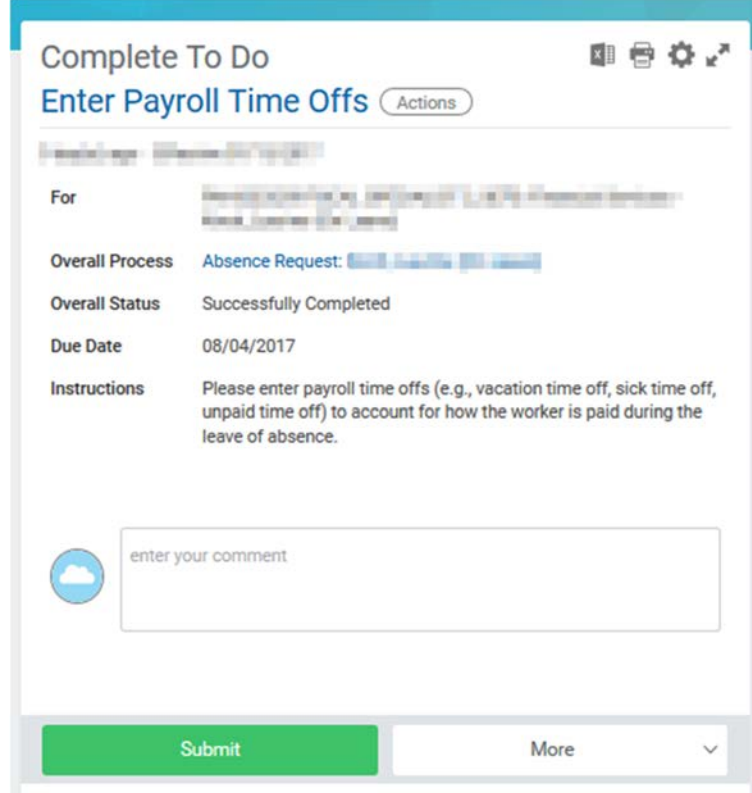
- 9. Once your request is submitted, you will receive a notification in Workday that outlines FMLA Rights and Responsibilities and a link to the medical certification form. Download the appropriate [FMLA forms](#).
- 10. Complete the form per the instructions, and submit it to the person or office listed in the "Return to" section of the form.



- 11. The leave of absence request will display on your absence calendar in Workday. If it is FMLA Approved, the Absence Office Partner will change the Leave type name to include **(FMLA Approved)** in the title.



- 12. Once your leave of absence request is approved, you will receive a **To Do** item in your Workday Inbox advising you to enter your payroll time offs for the duration of the leave of absence.



- 13. Navigate back to the absence calendar and enter the payroll time offs (e.g. Sick Time Off, Vacation Time Off, Unpaid Time Off) using the **Request Absence** process.

- Be sure to enter **Payroll Time Offs only for the weekdays**, Monday-Friday, for the duration of your Leave.
- If you are on **LOA- Intermittent Leave (FMLA Approved)**, enter your Time Offs in accordance with the times you take off from work. In the Details for the Time Off, select **FMLA** in the Reason field.

Refer to the **Enter Absence (Time Off)** User Guide for additional instructions or contact your Time & Absence Initiate.

14. After entering the payroll time offs, mark the **To Do** item in your Workday Inbox as complete by clicking **Submit**.

Link to quick guide: <https://isc.uw.edu/wp-content/uploads/2017/06/Request-Time-Off-Quick-Guide.pdf>

Link to user guide: https://isc.uw.edu/user-guides/enter_absence/