Request Leave of Absence—Staff (self)

Purpose

This Quick Reference Guide provides information to UChicago Staff employees on how to request a leave of absence in Workday.

Requesting a Leave of Absence

1. Log into Workday and navigate to your Workday inbox.
2. Navigate to the Time Off worklet

![Time Off]

3. Next, under “Request” select “Leave of Absence”.

4. This is the Request Leave of Absence landing page.

Keep in mind

- Please review the Leave of Absence Policies
- It’s important to have a conversation with your Supervisor or HR Department before initiating a leave.
- NEVER upload medical information in Workday.
a. Fill in the “first day of leave” and the “last day of work field” will auto-populate.

   i. **Help Text** – All information, details and policies related to requesting a leave of absence is shown above.

   ii. Click the and the system will display “field level help text” that will guide and assist you during this process.

b. Estimated last day of leave – If the reason for your leave is intermittent FMLA, please enter a date that is six (6) months after the first day of leave.

c. Leave type > Leaves > Employee Staff Request

   Leaves

   Leaves > Employee Staff Request

   d. If the reason for your leave is not included in the below grouping, please reach out to your Supervisor, HR Partner, or Leave Administrator for assistance.

   - Covered Service Member Injury
   - Foster Care Placement
   - Health Condition (Self)
   - Health Condition (Spouse, Civil Union Partner, Child, Parent)
   - Maternity/Paternity/Parental Leave
   - Qualifying Exigency (Spouse, Child, Parent)

   e. **Do NOT** upload any leave or medical documentation into Workday. Once you have selected your reason press “submit”.

5. Your leave request will route to the Leave Administration team, who will determine what additional documentation is needed. At this point:

a. You will receive a Workday generated email that will provide you with blank copies of the required documents needed to review and process the leave.
   - If the required forms are already completed, please email them directly to Leave Administration at leaveadministration@uchicago.edu.
   - If you are not aware of the required documents, please refer to the Workday generated email from Leave Administration for a copy of the required form. This will be sent five (5) business days after Leave Administration receives the initial request.

b. Once the required documentation has been received and reviewed, you will get another email from Leave Administration informing you if the leave request was approved/denied/or if more information is needed to process the leave.
   - This message will come directly from Leave Administration and Workday.