

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”.

Request

Time Off

Leave of Absence

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

Request Leave of Absence Traci L. Matthews

Staff Leave Requests: Please refer to <http://humanresources.uchicago.edu/benefits/timeoff/leaves/index.shtml> for more information about leaves of absence. A Leave Administrator will determine your eligibility.

By submitting this request, you agree that you have reviewed the University's leave of absence policies. You also affirm that the information provided below accurately represents the conditions necessitating the leave and your medical condition to your supervisor. If the leave is due to a qualifying life event (e.g. birth/adoption) and you wish to enroll the child(ren) in a University of Chicago medical plan, this must be done with the HR Department.

Please be aware that this is a process within Workday; see the quick reference guide for more information. If you have any questions, please contact leaveadministration@uchicago.edu. In order to see the available "pop up" appears. Clicking "Show Me" will make the question mark icon indicating available help text appear. If you do not click on "Show Me" the question mark icons will not be visible.

Last Day of Work

First Day of Leave *

Estimated Last Day of Leave *

Leave Type *

> Supporting Documents

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.



Help Available

Use this icon to view field level help for this page.

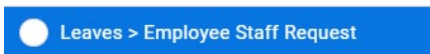
Don't display this message again

Show Me

- 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.