

Absence: Requesting a Military Leave of Absence

What is a military leave of absence?

A **military leave of absence** is only for service members **who will be absent for 30 or more days** (for events such as a deployment). Benefits will continue for the first 24 months of a Military Leave.

A military leave of absence is different than **military time off hours**.

- Military time off eligibility is based on your **military status**. To check your military status in Workday, refer to this [job aid](#).
- To use your military time off, submit a time off request in UKG (Kronos) or the appropriate timekeeping system.



Note: A Military Leave of Absence is an unpaid leave of absence. **Enter a comment in step 5** to request that your Paid Time Off (PTO) hours to be distributed as a one-time payment.

REQUESTING A LEAVE OF ABSENCE

1. Click in the Workday search bar and type **Request Leave of Absence** and choose the first option.
2. Enter your **First Day of Leave**.
3. Enter your **Estimated Last Day of Leave**.
4. Select the appropriate Leave Type by clicking on **Personal Leave**, then on **Military Leave**.

Last Day of Work: 07/25/2021

First Day of Leave: 07/26/2021

Estimated Last Day of Leave: 12/26/2021

Leave Type: Personal Leave > Military Leave

Search

Personal Leave

Personal Leave > Educational leave

Personal Leave > Military Leave

Personal Leave > Parental Leave

Personal Leave > Personal Leave

enter your comment

Attachments

5. Add any **comments** if needed.
6. **Attach documents** as necessary (orders, memorandums, etc.).
7. Click **Submit**. This will now route for your manager's approval. You can view the status of your request at any time by viewing to the My Absence report.



Note: Upon your return to work, you must submit a [Return from Leave Absence Request](#) in Workday.