

Absence: Requesting a Personal Leave of Absence

What is a leave of absence?

A **personal leave** is defined as a non-medical leave for purposes other than education or military service. Benefit coverage ends at the end of the month in which the employee goes on leave.

More information is available in our [Other Leaves of Absence policy](#).

A leave of absence is not the same as [Time Off](#).



Note: A Personal Leave of Absence is an unpaid leave of absence. **Enter a comment in step 6** 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 **Personal Leave**.
5. Select the appropriate **Leave Reason** from the dropdown menu.

The screenshot shows a form for requesting a leave of absence. The fields are as follows:

- Last Day of Work: 07/25/2021
- First Day of Leave: 07/26/2021
- Estimated Last Day of Leave: MM/DD/YYYY
- Leave Type: Personal Leave > Personal Leave
- Leave Reason: Not Eligible for Medical Leave, Personal Reasons, Union Business

There is also a comment field labeled "enter your comment" and an "Attachments" section.

6. Add any **comments** if needed.
7. Click **Submit**. This will now route for your manager's approval. You can view the status of your request at any time by returning to the My Absence report.

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