

Absence:

Requesting as Educational Leave of Absence

WHAT IS A LEAVE OF ABSENCE?

An **educational leave** is defined as a non-medical leave for purposes of pursuing additional training and/or learning opportunities that are related to employment with Geisinger. 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: An Educational 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 the **Educational Leave**.
5. Select the appropriate **Leave Reason**. Per policy, educational leaves must be re-requested each year to a maximum of three years.

The screenshot shows a form with the following fields and options:

- 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 > Educational leave
- Leave Reason:** Search, Year 1, Year 2, Year 3
- Comments:** enter your comment
- Attachments:** (empty)

6. Add any **comments** if needed.
7. **Attach documents** as necessary (class schedule, acceptance letter, etc.).
8. 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.