

Absence: Returning from a Leave of Absence

REQUESTING TO RETURN

For **medical leaves of absence**, you must work with Matrix to process your return to work.

For **Personal, Educational, and Military Leaves of Absences**, you must submit a request to return to work in Workday.



NOTE: If your **Geisinger System Access (including Workday Access)** has been inactive for greater than 90 days, you will need to call the **Service Desk at 570-271-8092** to have access reinstated.

HOW TO SUBMIT MY REQUEST

THROUGH MATRIX

1. You should be communicating with Matrix throughout your entire leave of absence.
2. Once you are cleared to return to work by your physician, you will **need to notify Matrix and your Manager.**
3. **On your first day back at work, you need to call Matrix.**
4. From there, Matrix will inform Geisinger Human Resources and your record in Workday will be updated.

THROUGH WORKDAY

1. **You should submit your request to return the week prior to your return date.**

2. Click in the Workday search bar and type **Request Return from Leave of Absence** and choose the first option.

Select	*Leave	First Day of Leave	Estimated Last Day of Leave	Actual Last Day of Leave
<input checked="" type="checkbox"/>	Personal Leave > Personal Leave (07/20/2021)	07/20/2021	07/31/2021	<input type="text"/>

3. Enter the First Day Back at Work.
4. Be sure the appropriate leave is **checked**.
5. Enter the **Actual Last Day of Leave**.
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 viewing the My Absence report.

RETURNING ON A REDUCED SCHEDULE

1. You should be communicating with Matrix throughout your entire leave of absence.
2. Once you are cleared to return to work by your physician, you will **need to notify Matrix and your Manager.**
3. From there, Matrix will inform Geisinger Human Resources and your record in Workday will be updated.