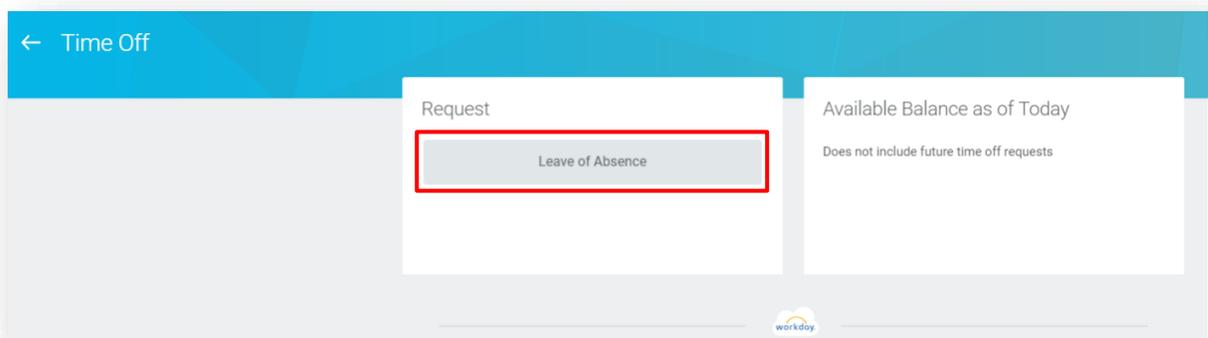


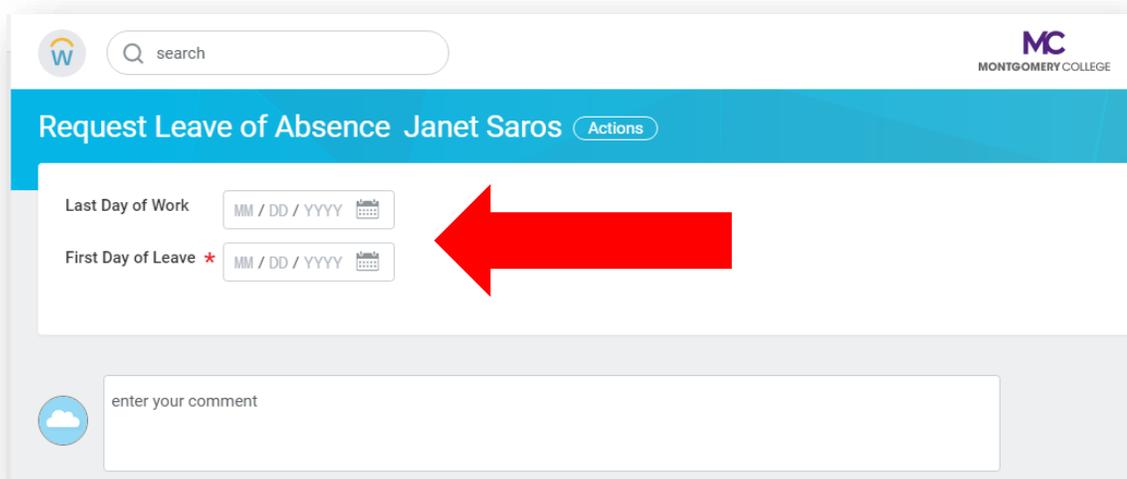
REQUEST SABBATICAL LEAVE OF ABSENCE

Request for Sabbatical Leave requires that you enter the request into Workday where you will download the Sabbatical application for completion. Once completed, you will use Workday to upload the completed Sabbatical application and any additional related documents. Note: After you complete the submission, the Leave Request is automatically routed to Benefits for processing.

1. Click the **Time Off** Worklet.
2. Click **Leave of Absence**.



3. Enter the dates in the Date fields, and press Enter.



4. Enter the **Estimated Last Day of Leave**. Click in the **Leave Type** field, then click on **College** and select Sabbatical Leave (100%).

The image displays two screenshots of the Workday 'Request Leave of Absence' form for Janet Saros. The left screenshot shows the form with a red arrow pointing to the 'Leave Type' field. The right screenshot shows the dropdown menu for 'Leave Type' with a red arrow pointing to 'College > Sabbatical Leave (100%)'.

Form Fields:

- Last Day of Work: 08 / 21 / 2018
- First Day of Leave: * 08 / 22 / 2018
- Estimated Last Day of Leave: * MM / DD / YYYY
- Leave Type: *

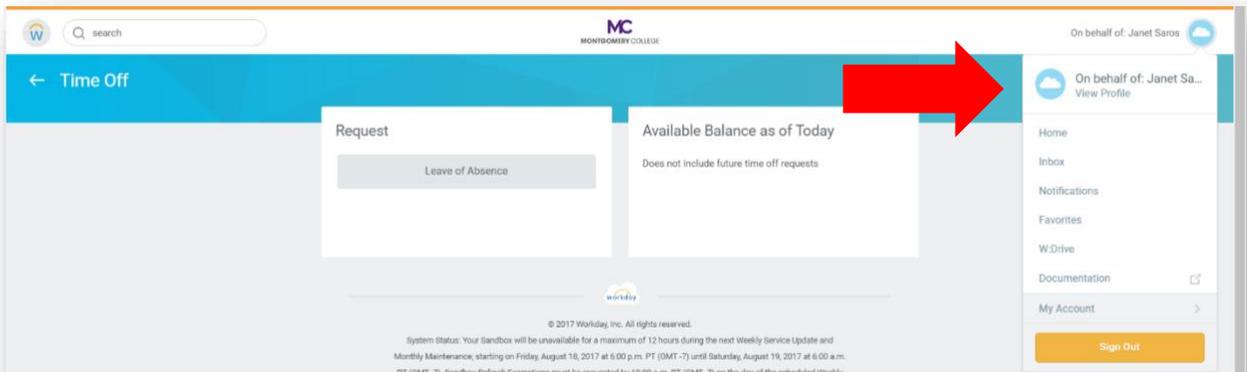
Dropdown Menu Options:

- ← College
 - College > Administrative Leave - Voluntary (Paid)
 - College > Administrative Leave - Voluntary (Unpaid)
 - College > Sabbatical Leave (100%)
 - College > Sabbatical Leave (50%)
 - College > Short Term Disability Leave (80%)

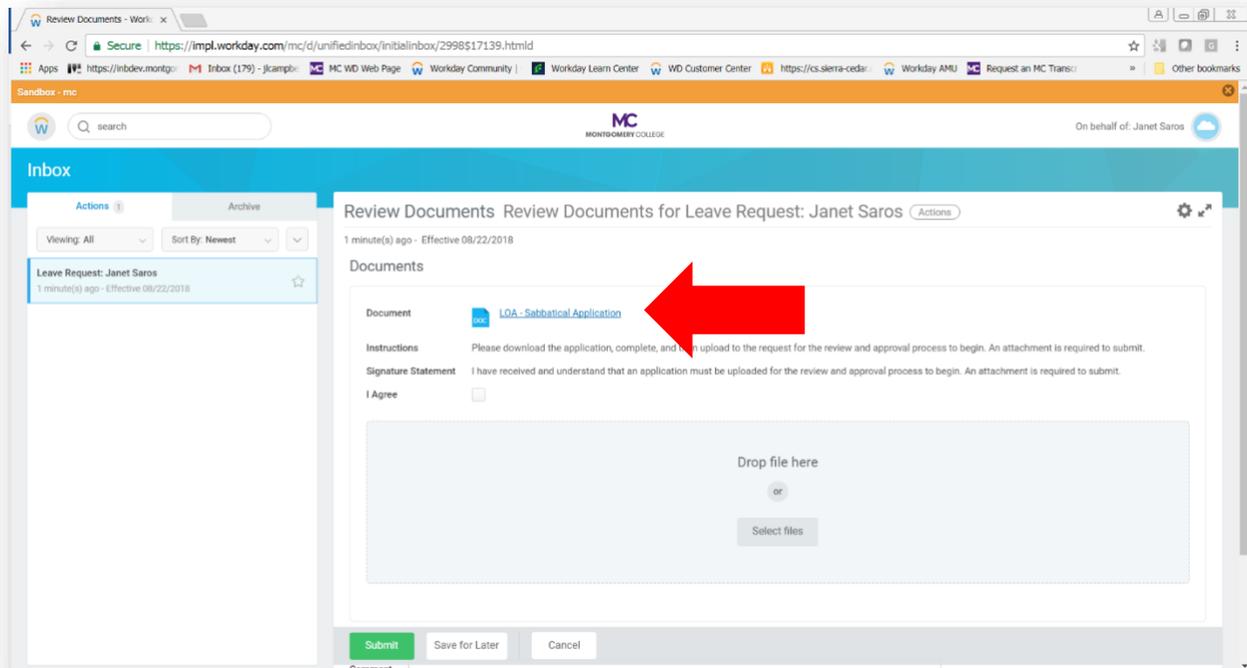
Note: Workday will display only those leave types for which you are eligible.

5. Click on the **Submit** button at the bottom of the screen. On the next screen, click **DONE** to save your work.

- Go to the InBox by clicking on the Cloud in the upper right hand corner of the screen.



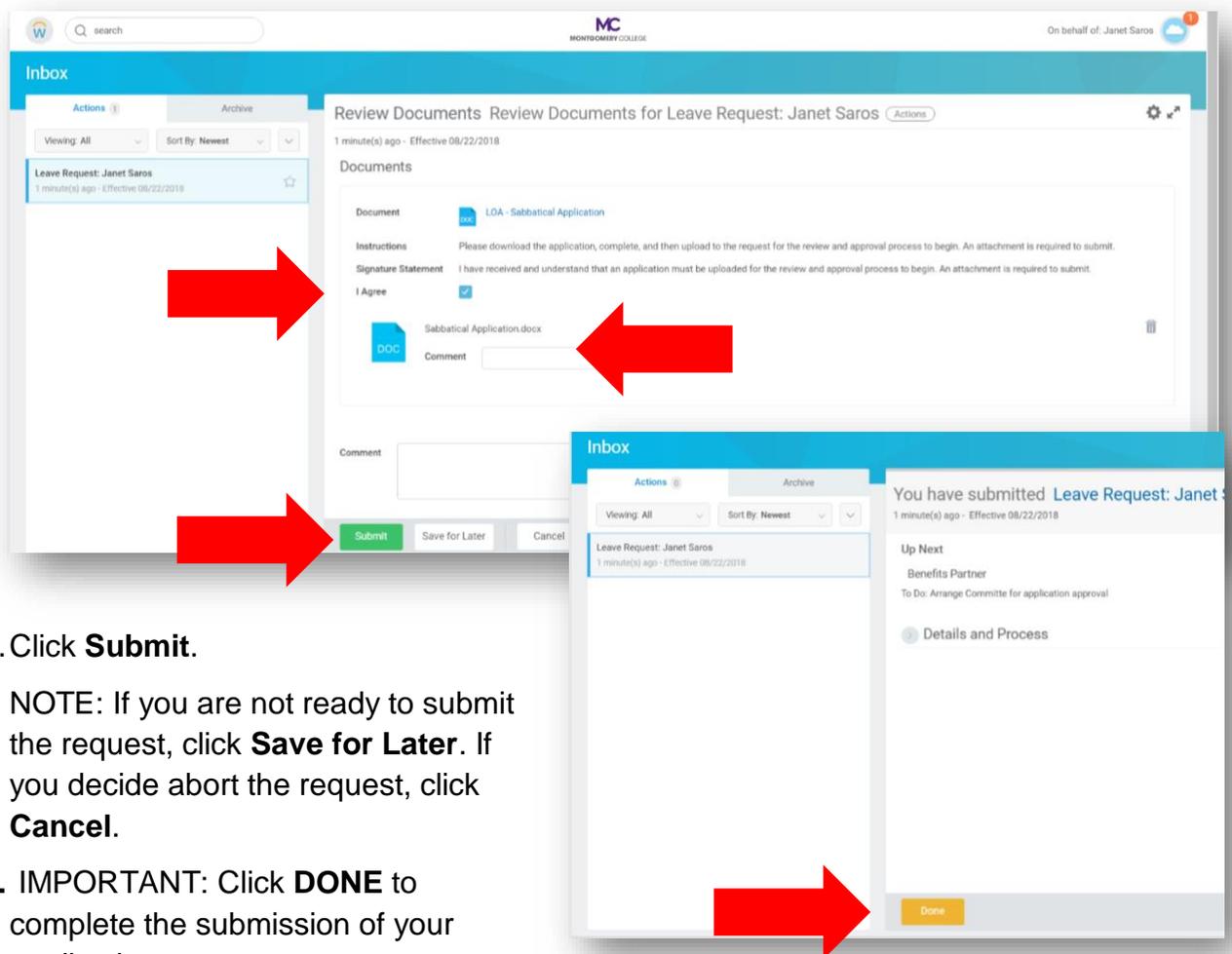
- The first message in the InBox displays automatically. To see the Leave Request, you may need to click on the Leave Request message to see the content, as shown below.



- Click on the **Document Link** (shown in blue text) to download the application form and save it to your computer. Click the **SAVE for LATER** button, then click **DONE**.

NOTE: This message will remain in your InBox until you complete steps 9 through 12 below.

9. Complete the downloaded application form, get all signatures, and complete any additional documents you wish to include with your application. When everything is complete, save the documents to electronic format.
10. Once you have assembled all the completed sabbatical documents, return to your InBox as specified in Step 6, then continue with Step 11.
11. Click on the message to open it. Read and acknowledge the agreement by clicking the **I Agree** checkbox. Click on **Select files** button to open locate the file on your computer, thumb drive, or shared drive. Once you locate the file, highlight it and click **Open**. Workday will upload the selected file. Adding a comment is optional.



12. Click **Submit**.

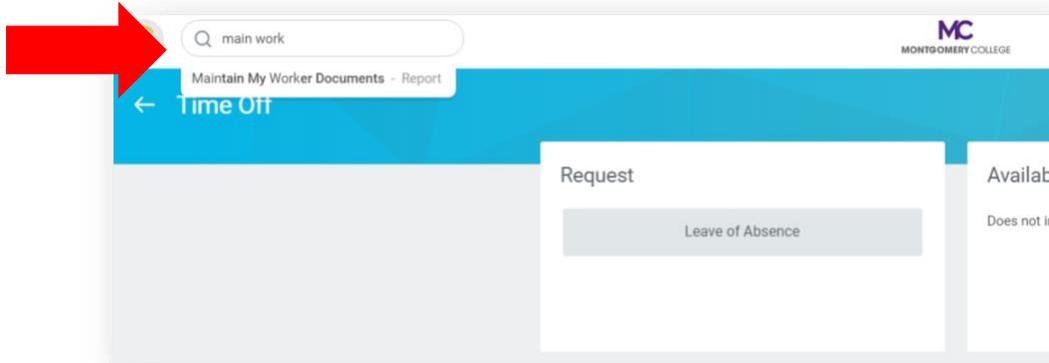
NOTE: If you are not ready to submit the request, click **Save for Later**. If you decide about the request, click **Cancel**.

13. IMPORTANT: Click **DONE** to complete the submission of your application.

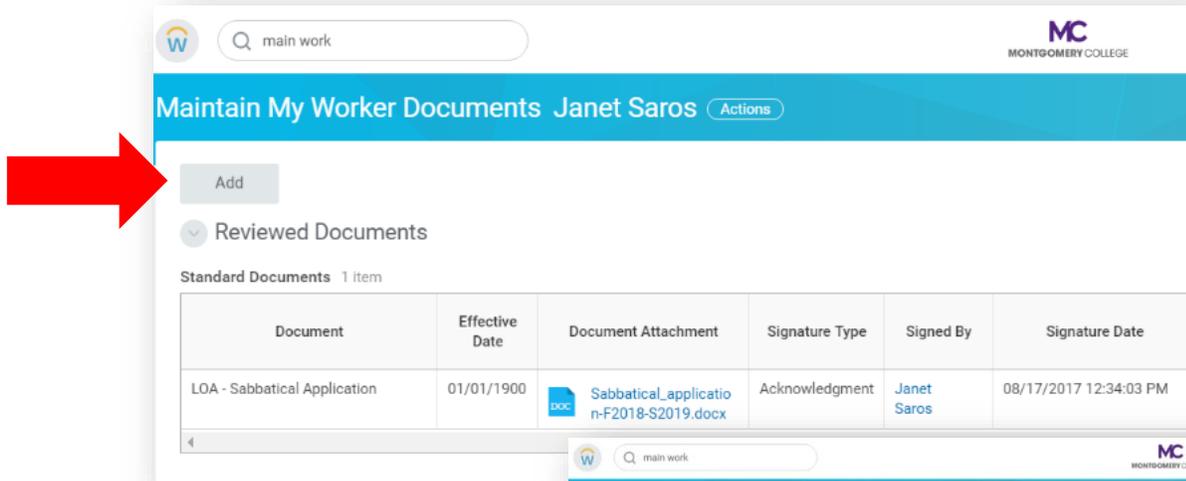
Note: After you have submitted or cancelled your request, the message will no longer appear in your InBox.

To Upload Additional Documentation for your Leave Request: If you wish to submit additional documents for your Sabbatical Application, follow the steps below.

1. Enter 'main work' in the search box, and click **Enter**.

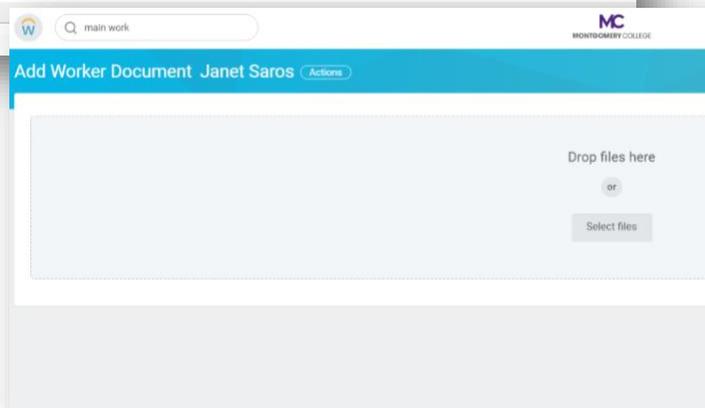


2. Click on **Maintain My Worker Documents**. Then click the **Add** button.



3. Select or Drop the file you want to upload to Workday.

Workday uploads the file you selected as shown in the screen on the next page.



- Specify the correct **Document Category** for the document you uploaded. For Sabbatical documents, select **Leave of Absence**. Enter a comment (optional).
- If you wish to add additional files, click **Upload**. When you have finished uploading files, click **OK**.

W main work

Add Worker Document Janet Saros Actions

DOC Sabbatical Supplemental Materials.docx

Document Category * search

- Faculty-Related
- Hire
- ID Verification
- Interview
- Leave of Absence
- Legal Name Change
- License
- Marital Status Change
- Named Professorships
- Non-Disclosure Agreement
- Offer Letter

Comment

Upload

OK Cancel

- Click **DONE** to save your work.

W main work

Add Worker Document Janet Saros Actions

You have successfully completed this task.

Add

2 Items

| Worker Document | Document Category |
|--|-------------------|
| Sabbatical Supplemental Materials.docx | Leave of Absence |
| Sabbatical Supplemental Materials.docx | Leave of Absence |

Reviewed Documents

Standard Documents 1 Item

| Document | Effective Date | Document Attachment | Signature Type | Signed By |
|------------------------------|----------------|---|----------------|-------------|
| LOA - Sabbatical Application | 01/01/1900 | Sabbatical_Application-F2018-S2019.docx | Acknowledgment | Janet Saros |

Done