

Overview

Full-time faculty enters Sabbatical Leave of Absence request in Workday by following the steps outlined below. The Sabbatical Leave Application must be attached to the leave of absence request.

Leave of Absence Request

Navigate to Workday via MyMC to your dashboard.

1. From your MyMC dashboard, select the Workday card.

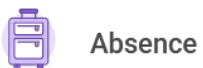


Click on Login →

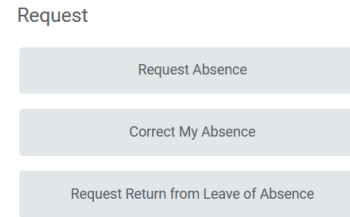
2. Click on Menu (found on left side of your profile page).



3. From the results list, select Absence.

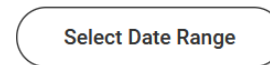


4. Select Request Absence.

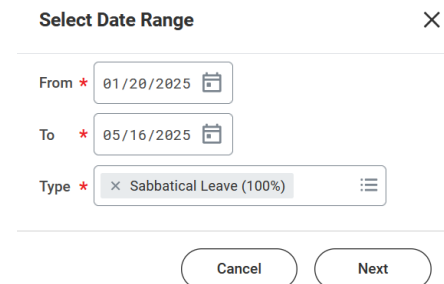


5. Click on Select Date Range

Click and drag on the calendar or select date range.



6. Enter Date Range and Type of Leave. Sabbatical at 100% OR 50%. Click Next.



Sabbatical Leave

Workday Job Aid to Request Sabbatical Leave of Absence

7. New Pop-up Window – Request Absence

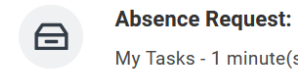
- Review data entered.
- Click the Menu bar in Reason.
- Select the reason for the Sabbatical leave.
- Attach any documents related to the sabbatical leave request. (This could include the Sabbatical Leave application.)
- Hit Submit.

Small pop-up message stating event successfully completed.

8. Go to your Workday task inbox.

- Awaiting Your Action – Absence Request

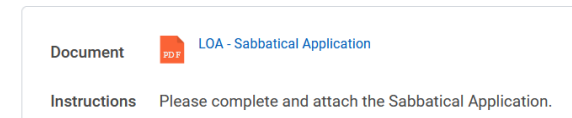
Awaiting Your Action



9. Click on the Document link to complete the Sabbatical Application, if you have not already done so.

Review Documents Review Documents for Absence Request: I

Documents



- Attach the application

Instructions Please complete and attach the Sabbatical Application.



- Comment box is available but not required to enter comments.
- Hit Submit.

Sabbatical Leave

Workday Job Aid to Request Sabbatical Leave of Absence

10. Pop-up box with message:

You have submitted

Up Next: ELR Leave Partner | To Do: Arrange Committee for application approval

[View Details](#)

Congratulations!

Your application will be shared with the Sabbatical Leave committee.