

Overview

Use this job aid as a resource to request a return from leave of absence. Employees can access the Request Return from Leave of Absence task from the Absence application (detailed in this job aid), or from their employee profile's related Actions, hovering over Time and Leave, and selecting the Request Return from Leave of Absence task.

Important: A Release to Work form is required to upload as supporting documentation in Workday.

Process Flow



Request Return from Leave of Absence

1. From the **Absence** application, click **Request Return from Leave of Absence**.
2. Using the **Calendar** icon, select the **First Day Back at Work**.
3. The absence period defaults in below. Enter the **Actual Last Day of Absence**.
4. Click **Supporting Documents** to open the section.
5. Click the **plus icon** to add a row and attach the required proof for your release to work using the **Attach** button. A **Release to Work form** is required as supporting documentation in Workday and you should upload that here.
6. Click **Submit**.
7. Navigate to your Workday inbox and select the **Review Documents** task.
8. Review the **Medical Return Document**. Download and fill out the document.
9. Return to the inbox task and select the **I Agree** checkbox, confirming that you have received the physical capabilities return worksheet.
10. Click **Select Files** and upload the completed **Medical Return Document** file.

Note: Comments are optional.

11. Click **Submit**.

Note: Once you submit, you will receive a Workday inbox notification if your leave request has been approved, denied, or sent back for any additional information and or documentation needed to be processed by HR. If the request was sent back, you must collect the required information, attach it to the request, and resubmit for HR to submit their final approval.