

# Maternity Leave

## THIS GUIDE IS FOR HR PERSONNEL AND ALL EMPLOYEES

Please review the [FAQs](#) to ensure eligibility.

### Employee requesting maternity leave:

1. From **Menu**, select **Absence**.
2. Select **Request Absence**. You will be directed to the absence calendar.
3. Select **Date Range** and enter the dates of your absence. The available time is up to 240 hours to be used in a 12-month period.
4. Select the orange **Request Absence** button.
5. For the type, select **Leave of Absence>Maternity Eligibility (Leave of Absence)**. Then select **Submit**.

**NOTE:** If you are also eligible for FMLA, please use the [Leave of Absence](#) to request FMLA. Your maternity leave of absence will now go to your HR department for review and approval. You will not be able to make any maternity leave entries until HR has completed their actions. During HR processing of your maternity leave request you may receive an additional inbox task.

A to-do task will be created for the employee upon HR approval. Employees may set up a delegation for their absence; otherwise, you may select **Submit** without changes to clear the task.

Once your leave of absence is approved by HR, you will be able to add maternity leave to your timesheet. Please check with your HR staff on the status of your maternity leave request.

### The options for time entry are:

1. If approved for maternity leave and FMLA leave for a continuous event, you will enter your leave as **Maternity Time Off**.
2. If approved for maternity leave only, you will enter your time as **Maternity Time Off**.
3. If approved for maternity leave and intermittent FMLA, you will enter your time as **Maternity Leave-Intermittent FMLA**.

### HR:

1. Verify the employee has a company service date on their profile (**Job>Service Dates**).  
**NOTE:** Worker must have two years of service with their current agency.
2. From the **Actions** menu on the employee profile, navigate to **Time and Absence> Place Worker on Leave**.
3. Enter the dates of the leave of absence.  
**NOTE:** Maternity leave is for up to 240 hours to be used in a 12-month period.

4. For **Type**, select **State of Oklahoma>Maternity Eligibility (Leave of Absence)**.  
**NOTE:** If HR submits the LOA request it will approve, move to Step 6 because the request is already approved.
5. Go to the **Inbox** task of **Absence Request** for employee and approve **Leave of Absence**.  
**NOTE:** If the employee requested the LOA through Workday@OK, this is where HR's tasks will pick up.
6. A task will be created for **Manage Business Processes for Worker**. Review and assign the task as needed.
7. A task will be created for **Assign Roles**. Review and assign the task as needed.
8. When completed by HR, a to-do task goes to the employee to set up a **Delegation** as applicable.
9. Go back to the worker profile. From the **Action** menu, select **Time and Absence> Maintain Accrual and Time Off Adjustments/Overrides**.
10. Add a row with the plus (+) button, then populate the following fields using this information:
  - **Select accrual/time off:** Type in **Maternity Leave**, then select **Enter** and the correct accrual plan will populate.
  - **Units:** 240.
  - **Period:** Select the pay period that contains the start date of maternity leave.
11. Now that HR has completed the remaining task the employee is able to enter maternity leave.

If employee is also eligible for FMLA, please use the [Leave of Absence](#) job aid to add the FMLA leave of absence.