

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. **NOTE:** Maternity leave begins Nov. 1, 2023. 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 job aid](#) to request FMLA.

Once your leave of absence is approved, you will be able to add maternity leave to your timesheet. The options for time entry are:

- If approved for maternity leave and FMLA leave for a continuous event, you will enter your leave as **Maternity Time Off**.
 - If approved for maternity leave only, you will enter your time as **Maternity Time Off**.
 - If approved for maternity leave and intermittent FMLA, you will enter your time as **Maternity Leave-Intermittent FMLA**.
6. A to-do task will be created for the employee. Employees may set up a delegation for their absence; otherwise, you may select **Submit** without changes to clear the task.

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 begins Nov. 1, 2023, and 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)**.
5. Go to the **Inbox** task of **Absence Request** for employee and approve **Leave of absence**. (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. Go back to the worker profile. From the **Action** menu, select **Time and Absence> Maintain Accrual and Time Off Adjustments/Overrides**.
9. 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.

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