

## LEAVE OF ABSENCE (LOA)

### THIS GUIDE IS FOR: ALL EMPLOYEES

LOA are leave types, such as FMLA, Intermittent FMLA, suspension, workers' compensation or leave without pay, that are not accrued per pay period. These leave types are not paid. To collect pay during this period, you must also submit an absence with a paid leave type.

### PROCEDURES

If you intend to use accrued **Sick** or **Annual Leave** to be paid during this time, you must also submit an **Absence Request** reflecting one of the **Paid Time Off** types.

### REQUEST AN LOA

Follow the steps below to request an LOA. Please contact your HR partner to determine what documentation will be required.

1. From the Workday@OK homepage select **View All Apps** then **Absence**.
2. From the **Request** menu, select **Request Absence**.
3. Select date requesting time off. Note: To enter a series of dates, select the button **Select Date Range** or select and drag across all dates requesting time off.
4. Select **Request Absence**.
5. Select the field **Absence Type** and then use the pop-up menu to select **Leave of Absence**.
6. Use the pop-up menu to select the appropriate leave type (e.g., FMLA, Military Leave, Leave Without Pay).
7. Attach required documents in the **Attachments** section, if necessary.
8. Select **Submit** to submit the request to your manager or HR for approval. Once it has been approved or denied, you will be sent a **notification** (bell icon) in Workday@OK. If additional details are required, the request will be sent back to your Workday@OK **Inbox** (box icon).

### REQUEST A RETURN FROM AN LOA

Approval is required prior to returning from an LOA. Prior to completing these steps, please contact your HR partner to determine your agency's return to work procedure.

1. From the Workday@OK homepage, select **View All Apps** then **Absence**.
2. From the **Request** menu, select **Request Return from Leave of Absence**.
3. Input the date you will return next to **First Day Back at Work**.
4. Input the last date of work you will have missed under **Actual Last Day of Absence**.
5. Select **Submit**.
6. Your **Time Off Request** now awaits approval by your HR partner. Once it is approved or denied, you will be sent a **notification** (bell icon) on Workday@OK. If your request was sent back, you will find it in your Workday@OK **inbox** (box icon) for revision.