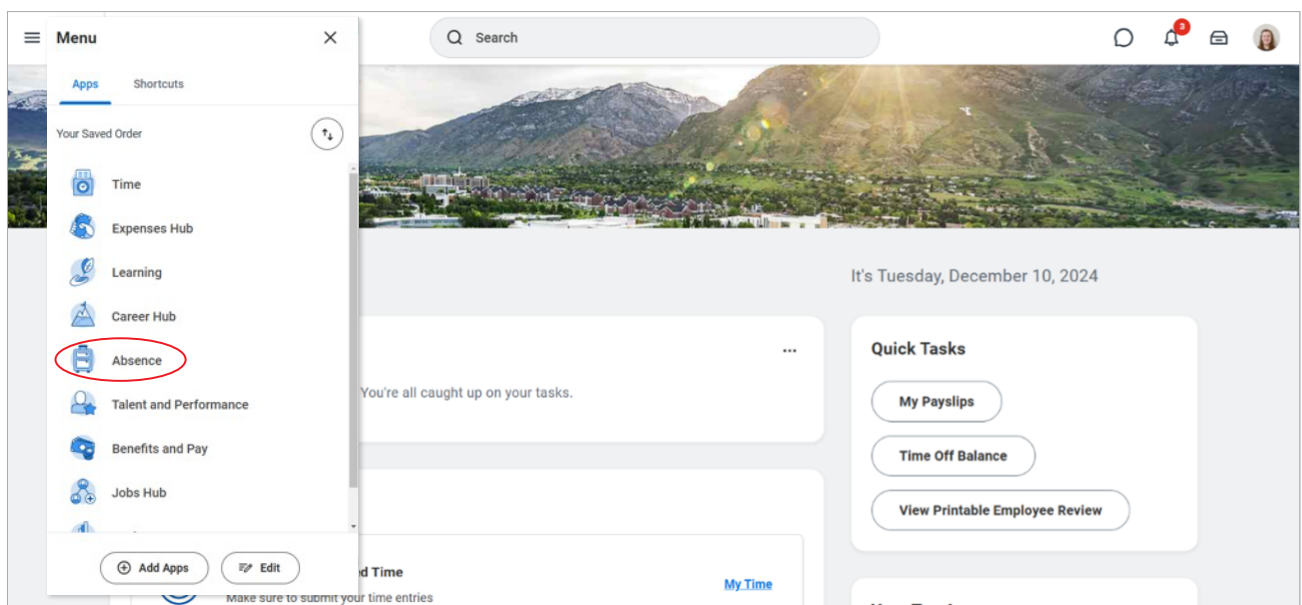
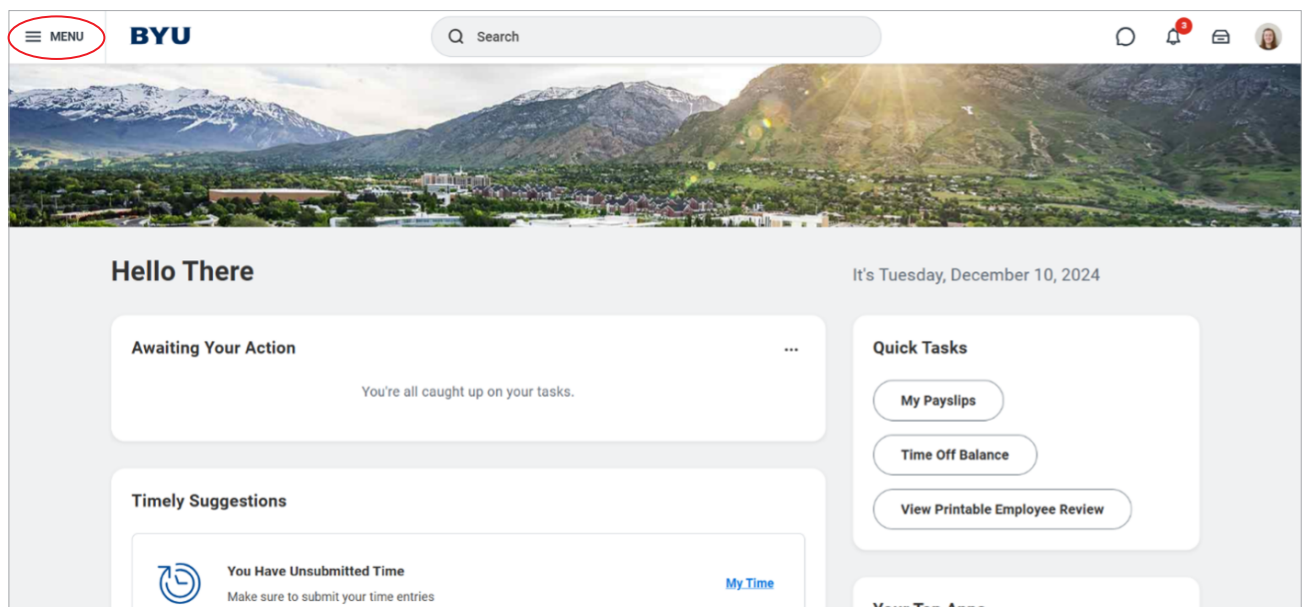
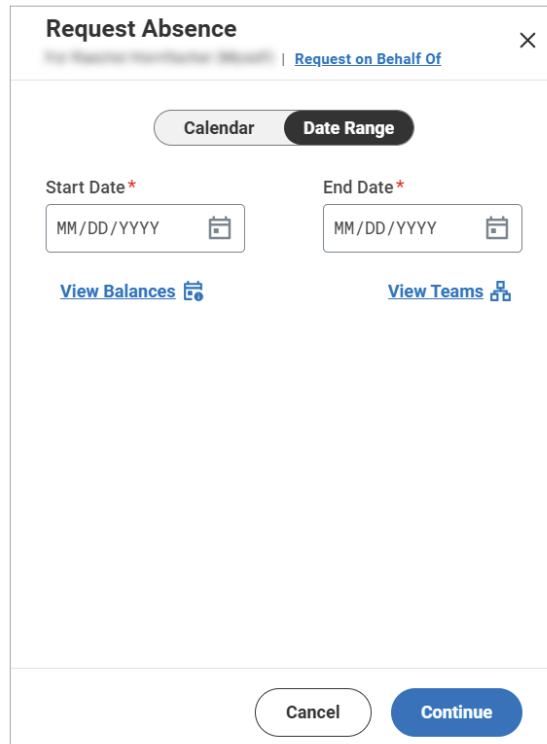
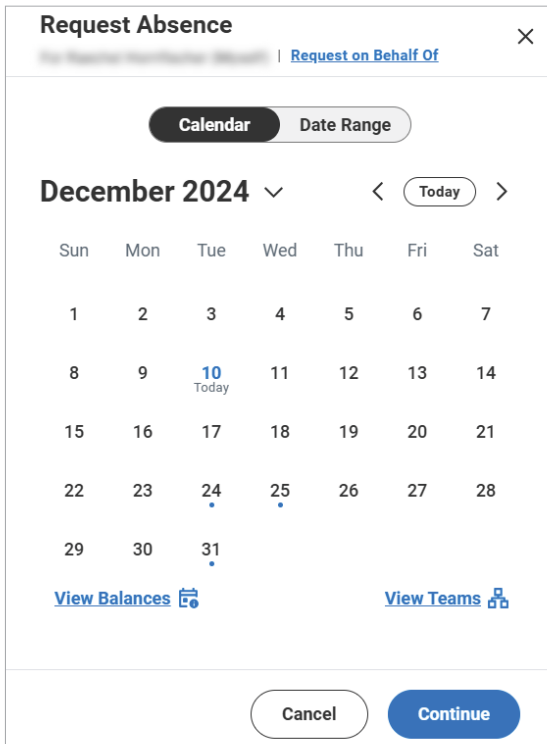
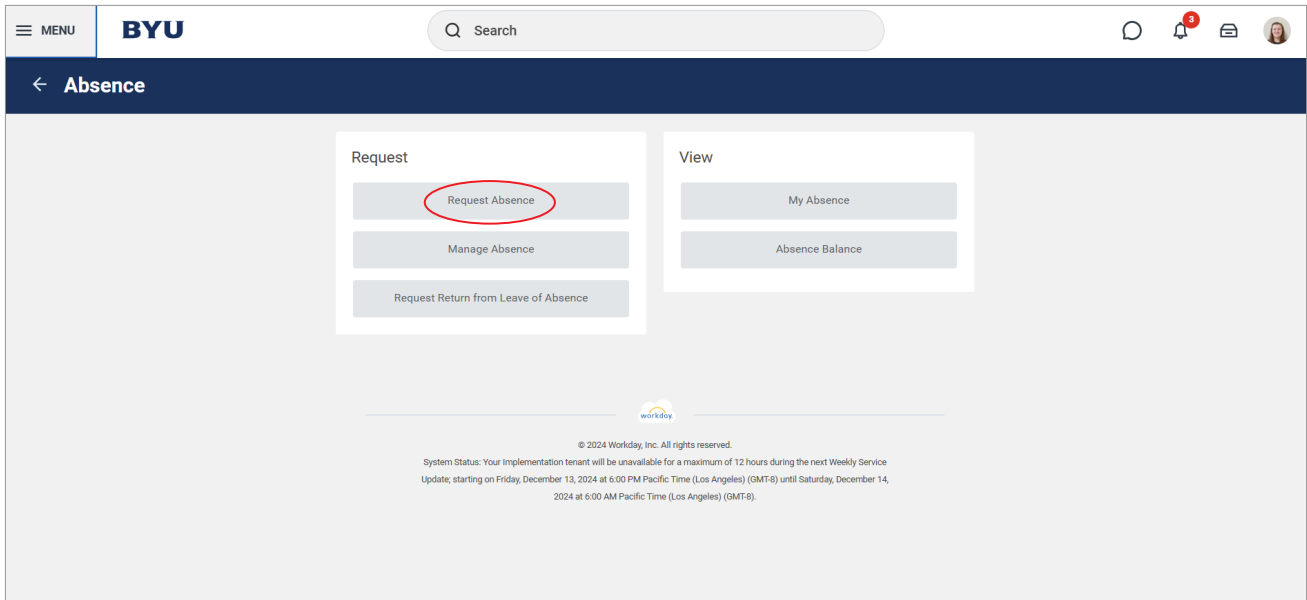


Requesting a Leave in Workday

1. For those applying for Professional development leave, please complete the required PDF BEFORE submitting your leave request in Workday so your file can be attached when you make your request. The PDL form can be found on the AVP website under Faculty Development>>Faculty Leaves.
2. To initiate a leave request in Workday, you must first navigate to the Absence App. You can do so by searching “Absence” in the search bar or by selecting the Menu then choosing “Absence”.

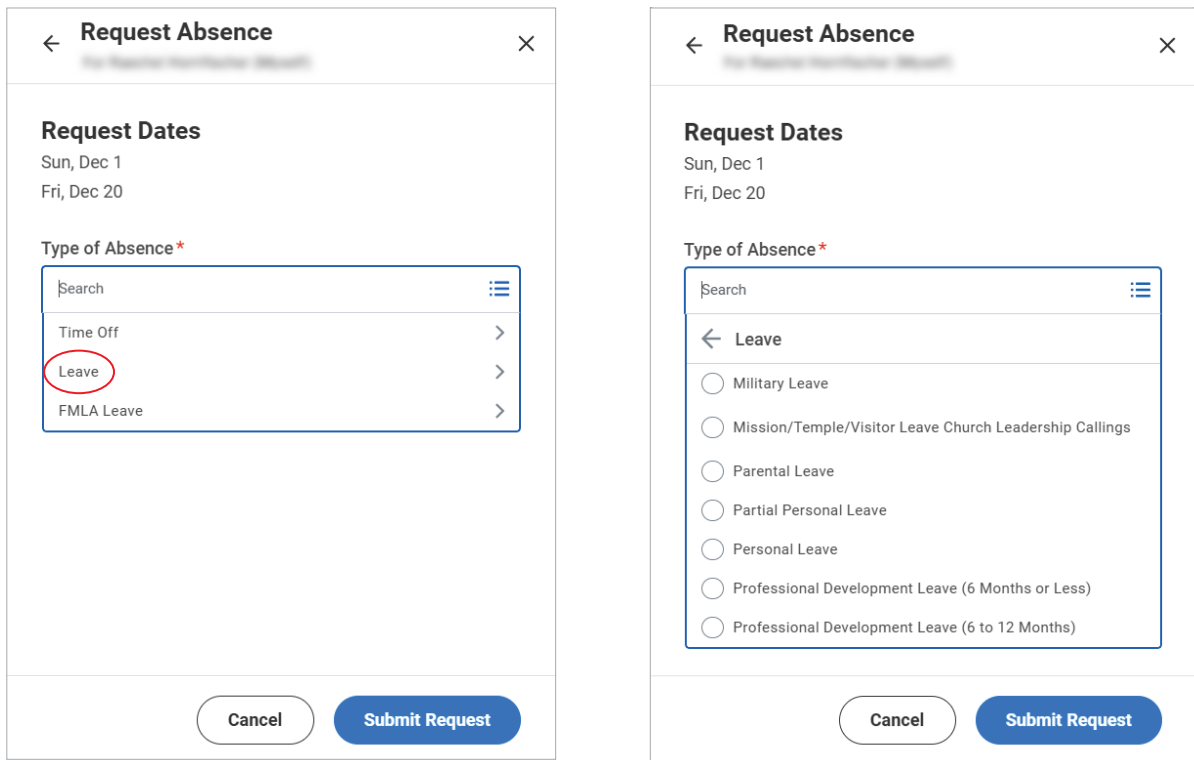


3. Once you are in the Absence app, select “Request Absence” to begin your leave request. You will then be prompted to select the dates for your leave. You can do this by using either the calendar or date range tool.

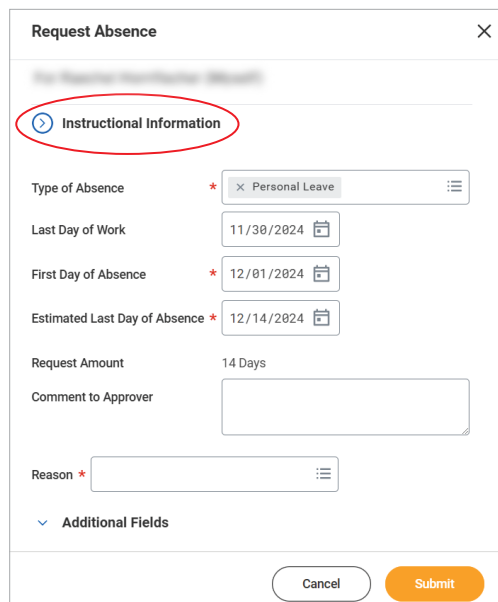


Please keep in mind that your leave dates should generally align with the start and end of the semester. Follow instructions in Workday for more details.

4. Once your dates are input, select leave from the “Type of Absence” drop down then choose your leave type. Please note that for Professional Development leave there are two options depending on the length of your requested leave.



5. You will then be prompted to put in your basic leave information. For PDLs this is also where you will attach your required documentation. If it is your first time requesting a leave in Workday, please read the Instructional Information at the top.



When filling out the information below for...

Professional Development Leave:

Please carefully read the [Faculty Leaves Policy \[policy.byu.edu\]](#) before submitting your leave application.

- Additional documentation is required for all professional development leaves. Link to document can be found [here](#) or at [avp.byu.edu](#)
- Under "Reason" please select if this leave will include international travel or domestic.
- For any documents you attach, please include a brief description and for the category select "Leave of Absence" from the drop-down menu.

Parental Leave:

Please carefully read the [Faculty Leaves Policy \[policy.byu.edu\]](#) before submitting your leave application.

- Under "Reason" please select if this leave is for the birth of a child or adoption.
- For any documents you attach, please include a brief description and for the category select "Leave of Absence" from the drop-down menu.
- Under additional fields, fill out the expected due date or adoption placement date.

Personal/Military/Mission President Leave:

Please carefully read the [Faculty Leaves Policy \[policy.byu.edu\]](#) before submitting your leave application.

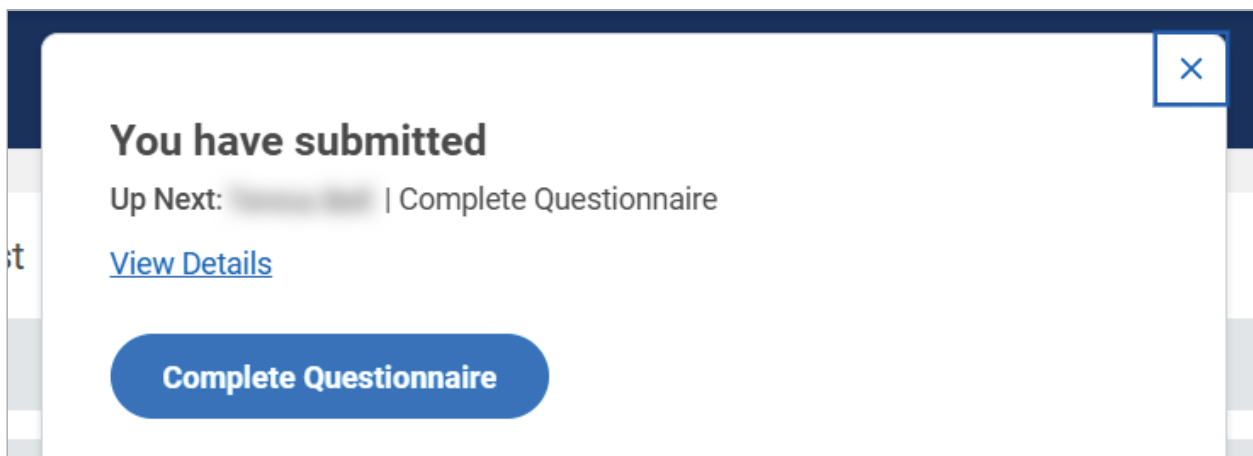
- Under "Reason" please select from the drop-down menu the option that best fits your situation.
- For any documents you attach, please include a brief description and for the category select "Leave of Absence" from the drop-down menu.

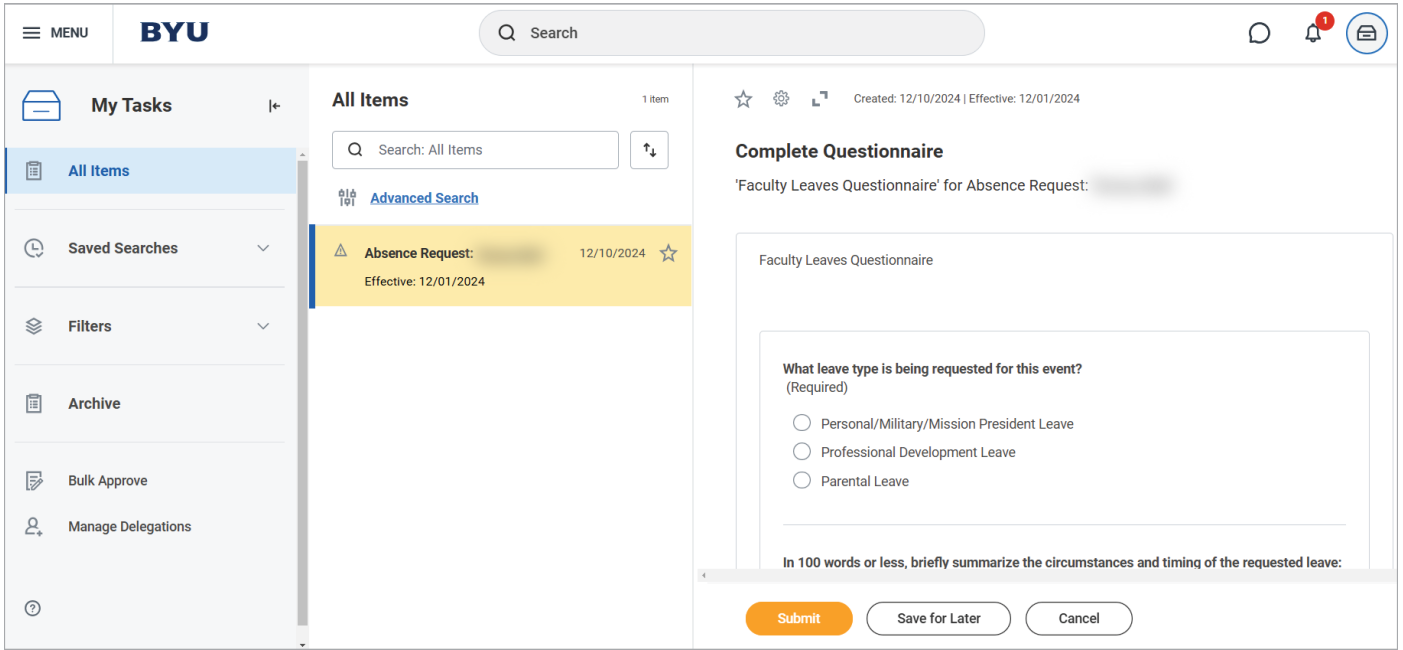
After this page is submitted you will be directed to a questionnaire where you can give more information about the nature of your leave.

If you have any questions, please contact the Faculty Development office faculty_leaves@byu.edu, 801-422-3432.

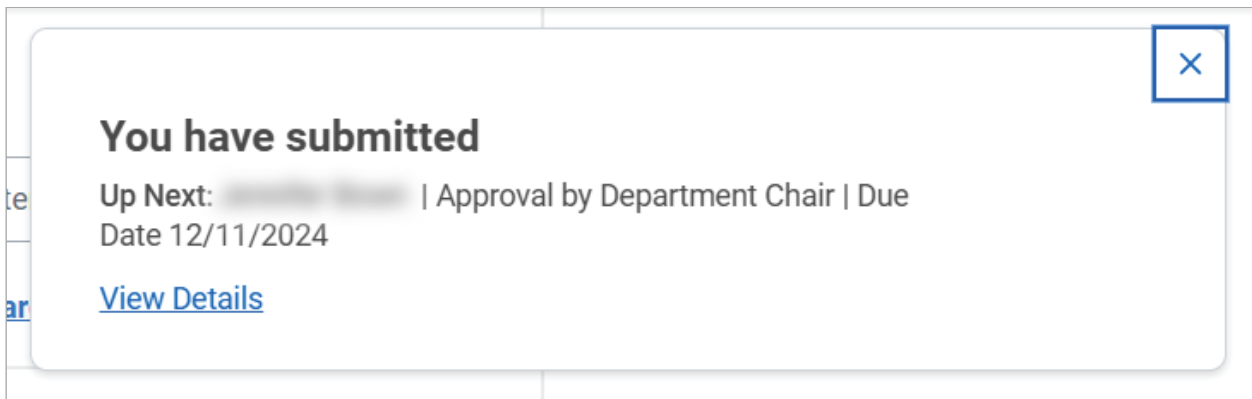
Contact Benefit Services (2-7146, D240 ASB, benefits@byu.edu) regarding limitations on employee benefits during an approved leave.

6. After submitting your basic information, you will be directed to fill out a leave questionnaire. You can do this immediately by clicking the button provided. Or, if you wish to come back later, you can find the questionnaire in your Workday Tasks.





7. Once your questionnaire is complete, your leave requested will be routed on to your department chair for approval.



8. You can track the progress of your leave request at any time by going to your absence calendar, and selecting your pending leave request. The “Awaiting Action” section tells you what approval step it is at. For more information you can select your request history.

The screenshot shows the 'Manage Absence' interface in Workday. At the top, there is a 'MENU' button, the 'BYU' logo, a search bar, and notification icons. The main header is 'Manage Absence' with a '1 Alert' badge. Below this, there is a navigation bar with 'Today', navigation arrows, 'December 2024', 'Switch Worker', and 'Actions'. The calendar grid shows days from Sunday to Saturday. A red circle highlights a 'Professional Development Leave (6 Months or Less)' request for the period from Sunday, Dec 1 to Saturday, Dec 14, 2024. Below the calendar, there are buttons for 'Request Absence' and 'Lori Spruance (On Leave)'. On the right, a sidebar titled 'View Your Requests and Balances per Plan as of date' shows 'Balances' and 'Requests' tabs. Under 'Requests', it lists requests for December (Sun, Dec 1, 2024 - Sat, Dec 14, 2024) and January (Wed, Jan 1, 2025 - Fri, Mar 28, 2025).

The 'Absence Entries' modal window displays the following information:

- Status: In Progress
- Request Dates: Sun, Dec 1 - Sat, Dec 14
- Type of Absence: Professional Development Leave (6 Months or Less)
- Last Day of Work: 11/30/2024
- Reason: Domestic
- Location During Leave: Provo
- Request Amount: 14 Days
- Awaiting Action By: [Redacted]
- Request History: [Redacted]

At the bottom right, there is a 'Cancel Absence' button.

9. Your leave will be automatically routed through all the necessary offices for approval. You will receive a notification in Workday once your leave has received final approval.