



REQUEST SABBATICAL LEAVE OF ABSENCE

<u>Request for Sabbatical Leave</u> requires that you enter the request into Workday where you will download the Sabbatical application for completion. Once completed, you will use Workday to upload the completed Sabbatical application and any additional related documents. Note: After you complete the submission, the Leave Request is automatically routed to Benefits for processing.

- 1. Click the Time Off Worklet.
- 2. Click Leave of Absence.

← Time Off		
	Request Leave of Absence	Available Balance as of Today Does not include future time off requests
		kidoy

3. Enter the dates in the Date fields, and press Enter.

Q search		MONTGOMERY COLLEGE
Request Leave	of Absence Janet Saros	Actions
Last Day of Work	MM / DD / YYYY 🛗	
enter your comm	ient	





4. Enter the **Estimated Last Day of Leave**. Click in the **Leave Type** field, then click on **College** and select Sabbatcial Leave (100%).

Last Day of Work	08 / 21 / 2018			
Estimated Last Day of Leave	* 08 / 22 / 2018	=	Q search	
		F	Request Leave of	Absence Janet Saros Action
enter your comme	nt		Last Day of Work	08 / 21 / 2018
Θ		-	First Day of Leave	* 08 / 22 / 2018
			Estimated Last Day of Leave	* 12 / 15 / 2018 🛗
			Leave Type	* search := ← College
				College > Administrative Leave -
			enter your comment	College > Administrative Leave - Voluntary (Unpaid)
		A	ttachn	College > Sabbatical Leave (100%)
			·····	College > Sabbatical Leave (50%)
				College > Short Term Disability Leave (80%)

Note: Workday will display only those leave types for which you are eligible.

5. Click on the **Submit** button at the bottom of the screen. On the next screen, click **DONE** to save your work.





6. Go to the InBox by clicking on the Cloud in the upper right hand corner of the screen.

Q search		MONTGOMENY COLLEGE	On behalf of: Janet Saros
- Time Off			On behalf of: Janet Sa View Profile
	Request	Available Balance as of Today	Home
	Leave of Absence	Does not include future time off requests	Inbox
			Notifications
			Favorites
			W:Drive
			Documentation
	0 2017	Workday Inc. All rights reserved.	My Account >
	System Status: Your Sandbox will be unavailabl	e for a maximum of 12 hours during the next Weekly Service Update and	Sign Out
	PT (GLIT.T) Eardbay Reference Summing on Prices, August 10	, 2017 at 000 p.m. + r (christ + r) unit sandraag, nuguti 19, 2017 at 000 attr. e consented by 10.00 e m. BT (08.07.3) on the day of the networkshed Models	

7. The first message in the InBox displays automatically. To see the Leave Request, you may need to click on the Leave Request message to see the content, as shown below.

Review Documents - Work: ×		800
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Q search		On behalf of: Janet Saros
Inbox		
Actions 3 Archive	Review Documents Review Documents for Leave Request: Janet Saros (Actions) I minute(a) ago - Effective 08/22/2018	ې یا به میلی په میلی
	Drop file here or Select files	
	Submit Save for Later Cancel	

8. Click on the **Document Link** (shown in blue text) to download the application form and save it to your computer. Click the **SAVE for LATER** button, then click **DONE**.

NOTE: This message will remain in your InBox until you complete steps 9 through 12 below.





- 9. <u>Complete the downloaded application form, get all signatures, and complete any</u> <u>additional documents you wish to include with your application.</u> When everything is complete, save the documents to electronic format.
- 10. Once you have assembled all the completed sabbatical documents, return to your InBox as specified in Step 6, then continue with Step 11.
- 11. Click on the message to open it. Read and acknowledge the agreement by clicking the I Agree checkbox. Click on Select files button to open locate the file on your computer, thumb drive, or shared drive. Once you locate the file, highlight it and click Open. Workday will upload the selected file. Adding a comment is optional.

Q search	MONTO CALLEDE	On behalf of: Janet Saros
Inbox		
Actions 1 Archive	Review Documents Review Documents for Leave Request: Janet Saros (Actions)	07
Viewing: All 🧅 Sort By: Newest 🗸	1 minute(s) ago - Effective 08/22/2018	
Leave Request: Janet Saros 1 minute(s) ago - Effective 08/22/2018	Documents	
	Document LOA - Sabbatical Application	
	Instructions Please download the application, complete, and then upload to the request for the review and approval process to be	rgin. An attachment is required to submit.
	agnature attatement I have received and understand that an application must be uploaded for the review and approval process to begin, A	in attachment is required to submit.
	Sabbatical Application.docx	8
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	Comment Inbox	
	Actions Active You ha	ave submitted Leave Request: Jan
	Viewing: All 🗸 Sort By: Newest 🗸 🗸 1 minute(s)	ago - Effective 08/22/2018
	Submit Save for Later Cancel Leave Request: Janet Saros Up Next	6
	Benefit To Do: Arr	s Partner ange Committe for application approval
		- I
Click Submit.	5 Det	alls and Process
NOTE: If you are not	ready to submit	
the request, click Sa	ve for Later. If	
vou decide abort the	request, click	
Cancol		
Callel.		
IMPORTANT: Click	DONE to	
complete the submis	sion of your	
application.		

Note: After you have submitted or

cancelled your request, the message will no longer appear in your InBox.





To Upload Additional Documentation for your Leave Request: If you wish to submit additional documents for your Sabbatical Application, follow the steps below.

1. Enter 'main work' in the search box, and click **Enter**.

Maintain My Worker Documents - Report		
nme on		
	Request	Availa
	Leave of Absence	Does not

2. Click on Maintain My Worker Documents. Then click the Add button.

	Q main work					
	Maintain My Worker D	ocuments	Janet Saros Act	ions		
	Add C Reviewed Document Standard Documents 1 Item	s				
	Document	Effective Date	Document Attachment	Signature Type	Signed By	Signature Date
	LOA - Sabbatical Application	01/01/1900	Sabbatical_applicatio n-F2018-S2019.docx	Acknowledgment	Janet Saros	08/17/2017 12:34:03 PM
	4		Q main work			
			Add Worker Documen	t Janet Saros (Te		
. Se wa	lect or Drop the file nt to upload to Wo	e you vrkday.				Drop files he or Select files



- 4. Specify the correct **Document Category** for the document you uploaded. For Sabbatical documents, select **Leave of Absence**. Enter a comment (optional).
- If you wish to add additional files, click **Upload**. When you have finished uploading files, click **OK**.



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6. Click **DONE** to save your work.