

Overview

This job aid explains how to enter time off while on an Approved Paid Leave including FML Paid (Family and Medical Leave Act), Intermittent FML or Partial STD (Short-Term Disability). Once an FML Paid or a Partial STD leave has been approved, employees should report time off to be paid for sick, annual, or personal time off during the leave period. For Intermittent FML, employees must report two time offs concurrently. One to get paid (for sick, annual, or personal time off) and one for FML total hours tracking (Intermittent FML time off). Refer to the *Request Absence (Time Off or Leave)* job aid for additional guidance.

Important: Your manager can enter time/time off for you if you are not able to enter it while on leave.

Request Time Off *While on an Approved Paid Leave (FML Paid, Intermittent FML or Partial STD)*

1. From the Workday home page, select **View All Apps** then select the **Absence** application.



Note: This task can also be initiated from your worker profile by clicking the **Actions** icon.

2. In the Request column, select **Request Absence**.
3. Select the applicable dates by using one of the following methods:
 - **Select Date Range:** Click the Select Date Range button and select the applicable dates.
 - **Calendar:** Navigate to the applicable month and click the dates you are requesting. For consecutive days, you can click and drag on the calendar. Towards the bottom left corner, click **Request Absence**.
4. Click the **Type** field and select **Time Off**.

5. Click the applicable **Time Off Type** from the menu. Select **Sick, Annual, or Personal**.

Note: If you run out of paid time off, you may need to request Unpaid time off.

Note: For descriptions of Time Off Types, refer to the Appendix of the *Request Absence (Time Off or Leave)* job aid or go to <https://www.montgomerycollege.edu/documents/policies-and-procedures/35003-leave-program.pdf>.

6. Click **Next**.

Note: The Request Absence screen displays and includes the dates you have selected.
7. Review the dates, type, quantity per day, and total.
8. If you need to edit the quantity per day, click **Edit Quantity Per Day**. The Edit Quantity Per Day pop-up window displays. The edit quantity is generated from your work schedule. Enter the quantity of hours you are requesting off for each date. To enter the same quantity for all dates, use the **Update All Quantities** field toward the top of the screen. Click **Done**.
9. If applicable, enter a **Comment**.
10. Under the **Attachments** section, click **Select Files** and attach any

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applicable file(s) from your computer. A **Description** is optional, enter if needed. The **Category** is required; select **Time Off**.

11. Click **Submit**.

Note: The request routes to your Manager for approval. You can view the process status by navigating to your Workday Inbox Archive. Select the Leave Request task, then click **Process** to view the status. Once fully approved the process will state “Successfully Completed” and on your Absence Calendar will display in green.