

Military Leave of Absence

- More than 30 days

Smart Guide

Employees



When a permanent or probationary employee receives orders calling them to military service exceeding 30 consecutive days, the employee must provide notice to the employer. The employee should provide notice at least 30 days prior to departure when it is feasible to do so. If it is not feasible to provide at least a 30-day notice, the employee should provide notice as far in advance as is reasonable.

In addition to providing a notice, an employee must request a military leave of absence in Workday.

Request Leave of Absence

1. On the **Workday Home Page**, select the **Absence** Worklet.
2. Select **Request Absence**.
3. You can review how many days you have left for the current calendar year by looking at the **Balances** column.
4. Select the days for your absence. You may:
 - a. Click on one or more days
 - b. Click and drag to select multiple days
- c. Click on a selected day to deselect it
- d. Click **the Select Date Range** button in the upper left hand of your screen to enter an extended date range.
- e. Click the orange **# Days - Request Absence** button in the lower left hand of your screen. The number of days you requested dynamically displays on the button to help confirm your request.
5. Click in the **Type** field to select the **Military Leave (Paid)**.
6. Click **Next** to continue or **Cancel** to go back.
7. Enter Comments, if applicable.
8. Click **Submit** to send the request for approval or **Cancel** to go back to your Absence Calendar.
9. This will route to an HR Partner to review and approve.
10. Once approved by the HR Partner, navigate to your Workday inbox to Review Documents: Military

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USERRA Rights and Military Leave Checklist. **Check the box “I Agree”** to both and Click **Submit**.

11. This will route to the Leave Manager to review and approve before it shows as approved on the Absence Calendar.
12. Once approved by the Leave Manager, navigate to your Workday inbox to Review **Military Leave of Absence 30+ Request Form**. Download, print, and complete the form. **Upload** the completed form and your **Military Orders** by Dropping the file or Selecting the file, within this task. *Please give a copy of your military orders to your manager.*
13. This will route to the Leave Manager who will review the form and apply the appropriate use of any paid military days/hours, vacation or compensatory time off at any point during the military service.

Military Leave (Unpaid)

Unpaid military leave is for an employee who has used all 30 days of paid military and chooses not to use accrued vacation or compensatory time offs.

1. On the **Workday Home Page**, select the **Absence Worklet**.
2. Select **Request Absence**.
3. You can review how many days you have left for the current calendar year by looking at the column on the left and ensure they are at 0.
4. Select the days for the Military Absence. You may:
 - a. Click on one or more days
 - b. Click and drag to select multiple days
 - c. Click on a selected day to deselect it
 - d. Click **the Select Date Range** button in the upper left hand of your screen to enter an extended date range.
 - e. Click the orange **# Days - Request Absence** button in the lower left hand of your screen. The number of days you requested dynamically displays on the button to help confirm your request.

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5. Click in the **Type** field to select the **Military Leave (Unpaid)**.
6. Click **Next** to continue or **Cancel** to go back.
7. Enter additional comments, if applicable.
8. Click **Submit** to submit the request for approval or **Cancel** to go back to your Absence Calendar.
9. This will route to an HR Partner to review and approve.
10. Once approved by the HR Partner, navigate to your Workday inbox to Review Documents: Military USERRA Rights and Military Leave Checklist. **Check the box “I Agree”** to both and Click **Submit**.
11. This will route to the Leave Manager to review and approve before it shows as approved on the Absence Calendar.
12. Once approved by the Leave Manager, navigate to your Workday inbox to Review **Military Leave of Absence 30+ Request Form**. Download, print, and complete the form. **Upload** the completed form and

your **Military Orders** by Dropping the file or Selecting the file, within this task. *Please give a copy of your military orders to your manager.*

13. This will route to the Leave Manager who will review the form and apply the appropriate use unpaid military time off, vacation or compensatory time off at any point during the military service.