KEAN | workday

My Guide

Requesting a Leave of Absence



The Kean | Workday MyGuide is intended for the following users :

All Kean University Employees

KEAN | workday

My Guide

Requesting a Leave of Absence

Steps: 8 total

Step 1: From your Home page, click on the "Absence" worklet

Step 2: Click on the "Request Absence" button

Step 3: Select dates

Step 4: Select the "Leave Type"

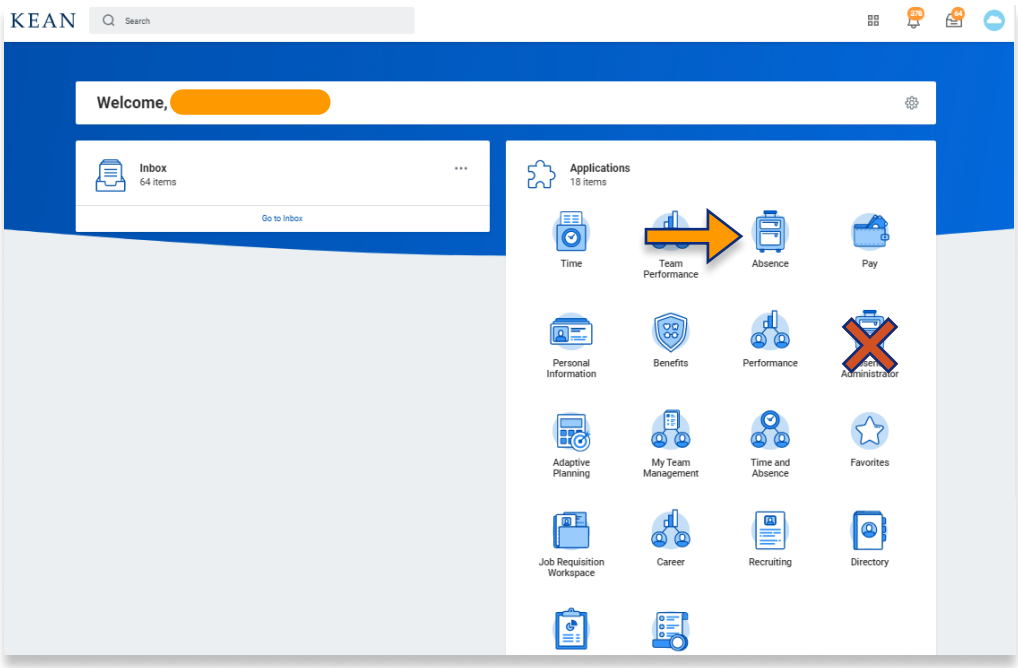
Step 5: Select "Absence Type"

Step 6: Enter your comments

Step 7: Add attachments

Step 8: Review and Submit

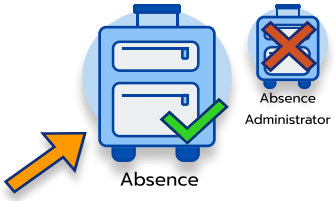


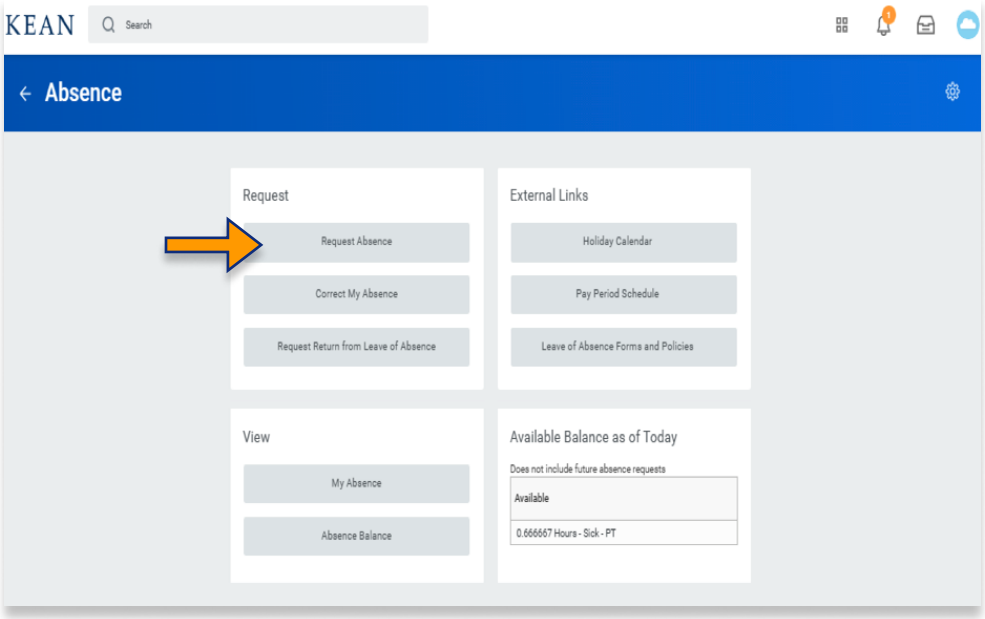


Step 1

From your Home page, click on the "Absence" worklet icon.

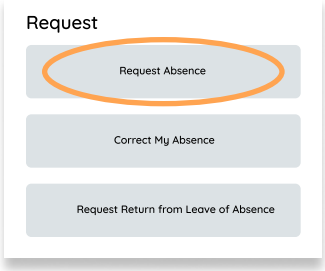
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Absence" and NOT "Absence Administrator".

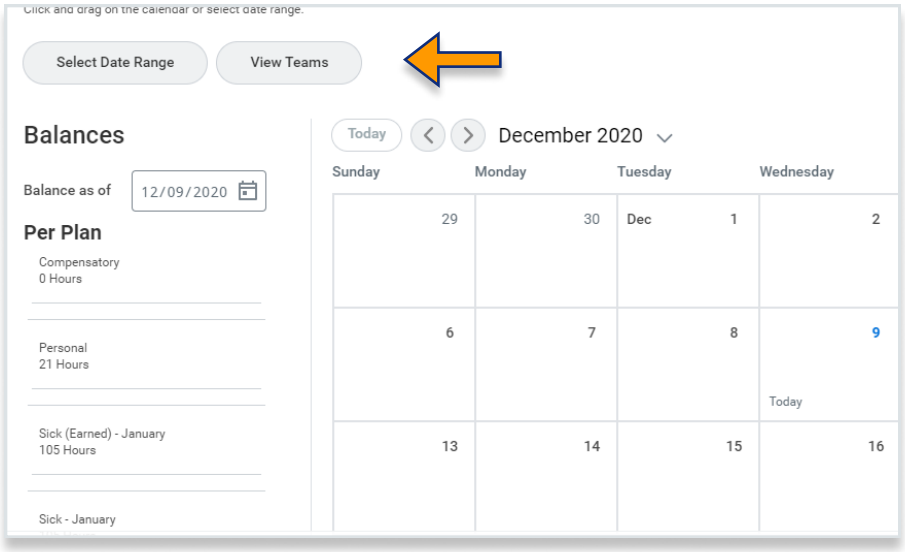




Step 2

Located in the "Request" section of the page, click on the "Request Absence" button.

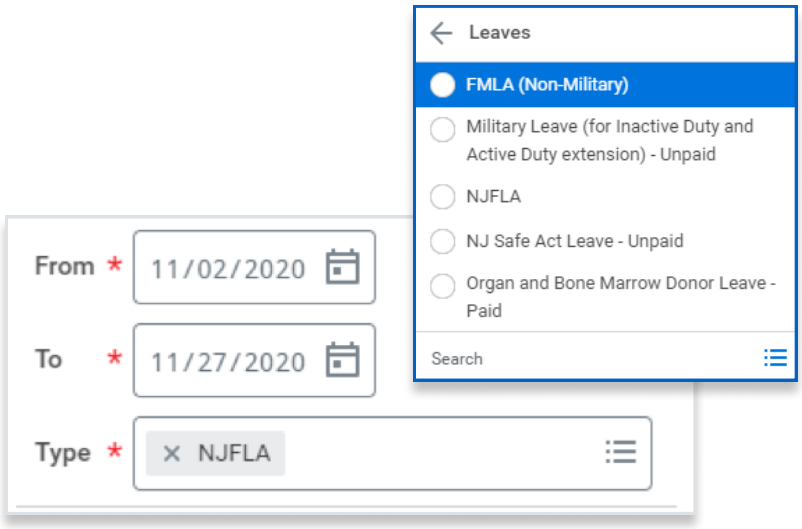




Step 3

Select dates by either clicking directly on the date within or by selecting the "Date Range" action button on the top left. A window will pop up where you can choose dates.

After making your selection, please click the "request Absence" button on the bottom left hand corner.



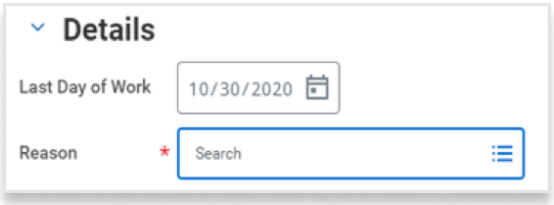
Step 4

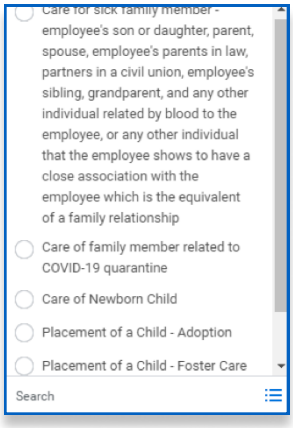
Select the "Leave Type"

Choose your leave type from the drop down menu. See below for Reasons and Leave Types,

The following list details the leave type that should be used based on the reason for the leave. Please note that these options represent what is generally available to the Kean University employee population, but specific eligibility must be confirmed by the Office of Human Resources.

If this is your Leave Reason:	Select this Leave Type:
Personal Illness	FMLA (Family Medical Leave Act)
Maternity Leave	FMLA
Birth of and Care for Newborn Child	FMLA or NJFLA (New Jersey Family Leave Act)
Placement of a Child—Adoption or Foster Care	FMLA or NJFLA
Care for sick family member	FMLA or NJFLA
Military Leave for Inactive Duty Training	Military Leave Unpaid
Medical leave due to organ or bone marrow donation	Organ and Bone Marrow Donor Leave
Leave to address circumstances resulting from domestic violence or a sexually violent offense	NJ Safe Leave Act Unpaid





Step 5

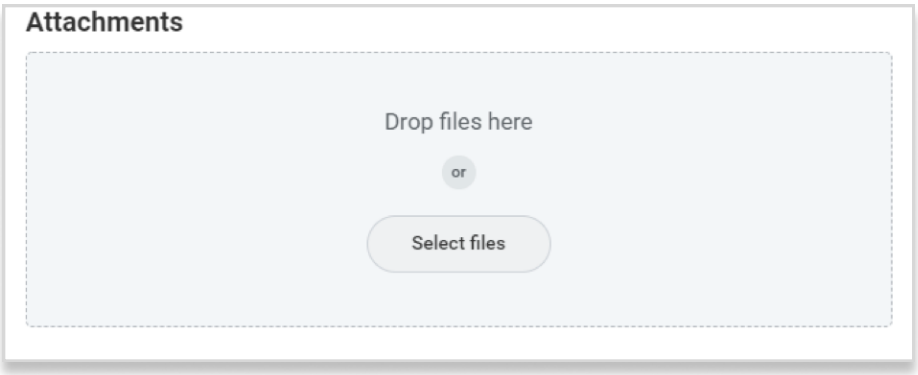
Select the "Absence Type"

Select "Reason" reason for leave request from the drop down menu.



Step 6

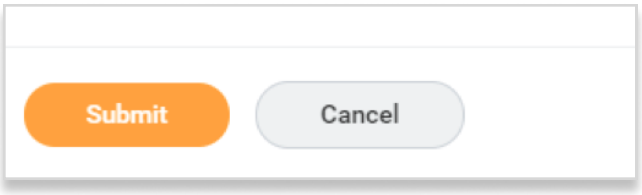
Enter comment – this box can be used to enter information such as the paid time off you would like to use during the leave of absence, such as sick and/or vacation days.



Step 7

Attachments – attach supporting document for the leave request, such as medical documents. When attaching documents you will need to select the category of "leave of absence" document from the drop down. Leave of Absence medial documentation is considered confidential.

Please note that if you do not select "leave of absence" under the document category when requesting a leave, the document(s) may not be properly restricted and may be viewable to others. Please contact the benefits team via the Workday email for questions/assistance when attaching medical documentation (workday@kean.edu).



Step 8

Review leave request to ensure all information is accurate, then click the "Submit" button

Important Note

Leaves of Absence generally impact an employee's ability to act on tasks assigned to them in Workday. In order to manage this, employees should work with their supervisors to determine the appropriate person to delegate their tasks to in their absence. Setting up a delegation will ensure the continuance of operations within Workday, including approving requests for time off or bi-weekly time submissions.

Please contact the Office of Human Resources in advance of your leave for further information on delegating Workday tasks.