KEAN | workday

My Guide

Requesting a Return from a Leave of Absence



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

All Kean University Employees

KEAN | workday

My Guide

Requesting a Return from a Leave of Absence

Steps: 7 total

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

Step 2: Click on the "Request Return from Leave of Absence" button

Step 3: Select first day back

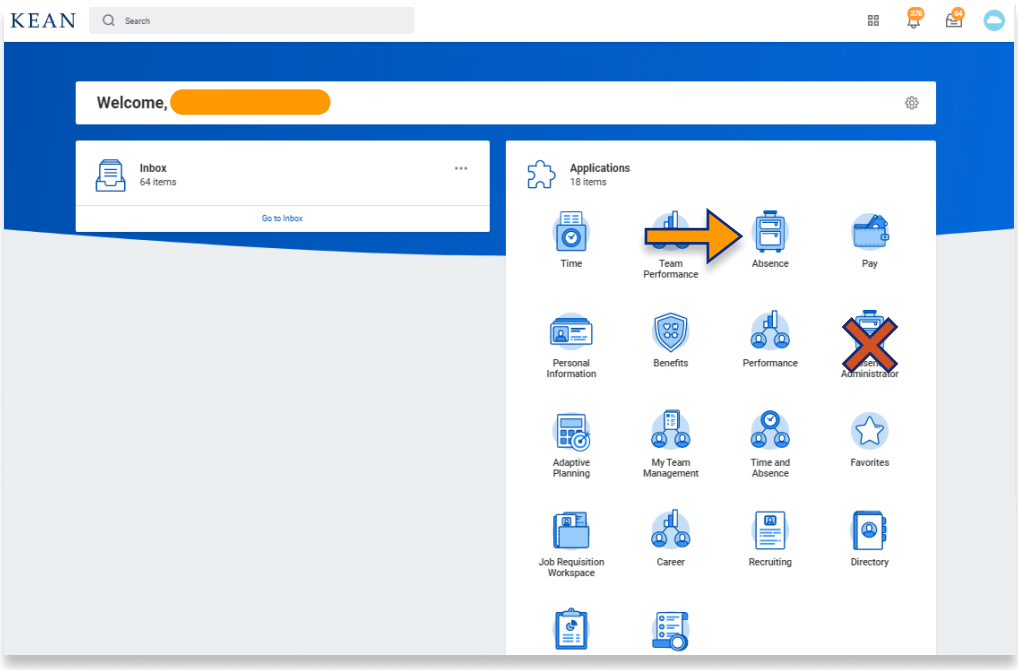
Step 4: Select actual last day of leave

Step 5: Attach supporting documentation

Step 6: Add comments if needed

Step 7: Review and Submit

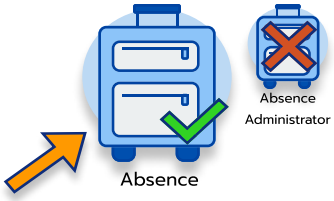


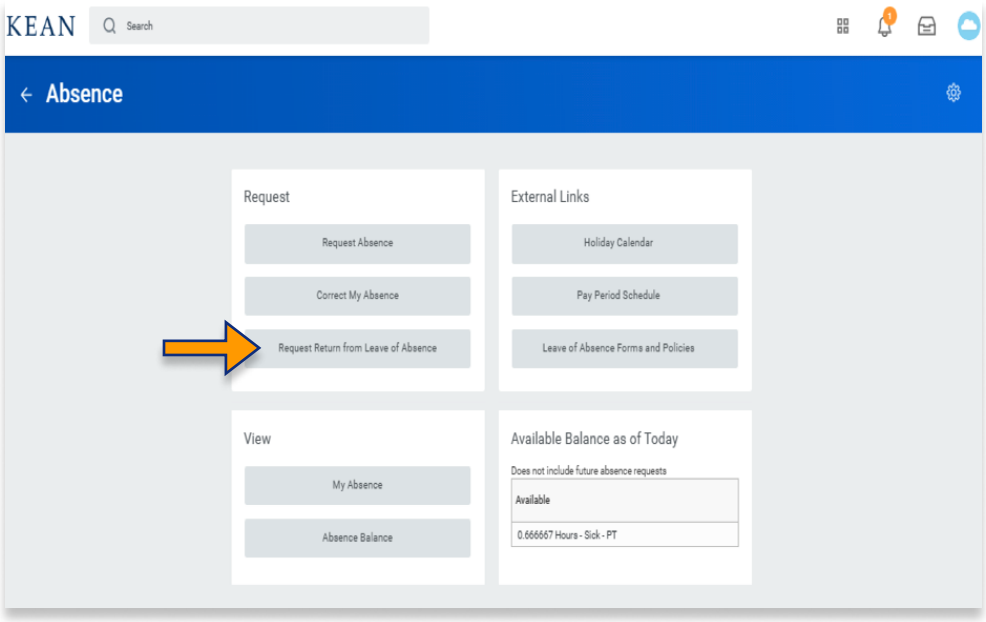


Step 1

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

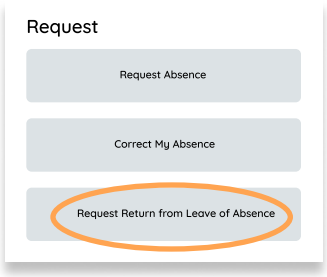
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Absence" and NOT "Absence Administrator".

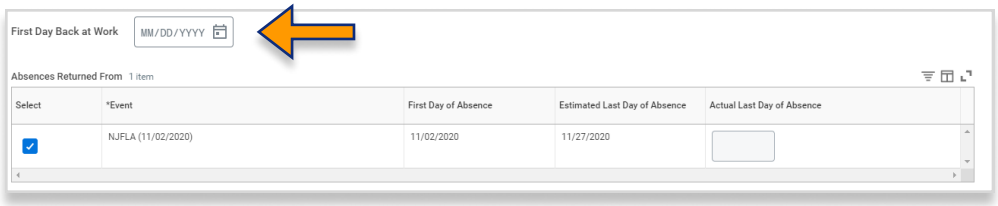




Step 2

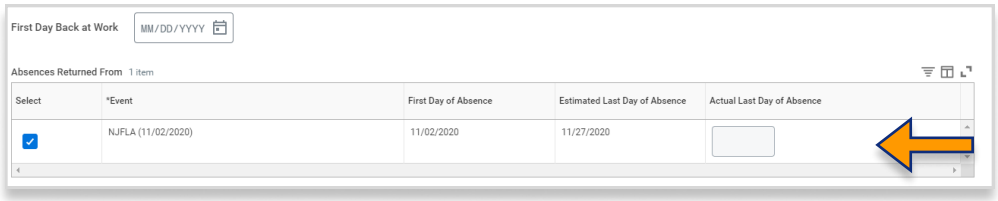
Located in the "Request" section of the page, click on the "Request Return from Leave of Absence" button.





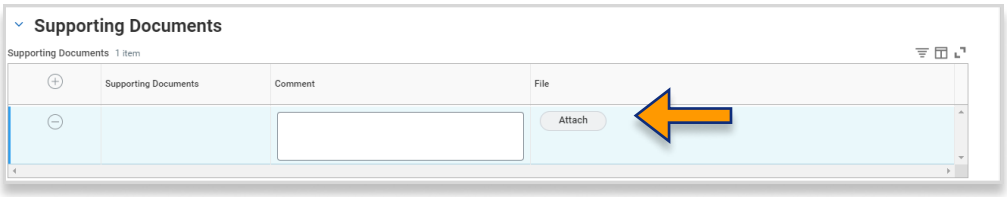
Step 3

Enter the date representing your "First Day Back at Work" in the field on the top left.



Step 4

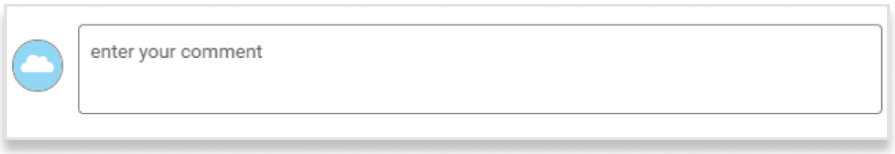
Enter "Actual Last Day of Absence" in the field under that heading to the right of the box shown below. This is the last date that you remained on leave, and should be prior to your first day back at work.



Step 5

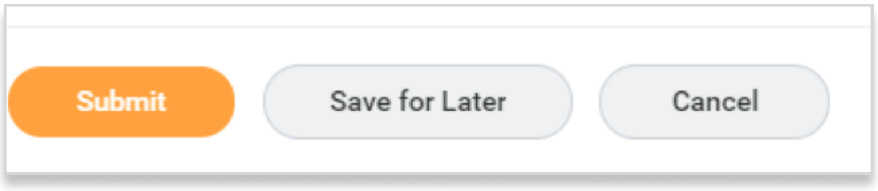
Click on Supporting Documents in the middle of the page and attach supporting document(s), such as return to work note from doctor.

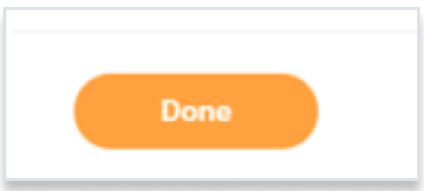
Leave of Absence medical documentation is considered confidential. Please contact the benefits team via the Workday email for questions/assistance when attaching medical documentation (workday@kean.edu).



Step 6

Enter comment if desired.





Step 7

Review information entered to ensure accuracy and click "Submit" button.

Then click "Done".

For questions regarding Leaves of Absence and Workday, please feel free to contact us at workday@kean.edu.

Specific questions regarding leave availability options and qualifications should be directed to Lorice Thompson-Greer at lgreer@kean.edu or Yrelys Tapanes at ytapanes@kean.edu.

Additional Workday training materials and other resources are available on our Workday webpage. Click here for more information.