

Requesting a Return from a Leave of Absence



<u>The Kean | Workday MyGuide is intended for the</u> <u>following users :</u>

All Kean University Employees

Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu



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



KEAN	Q Search					37	e	0
	Welcome,					-63-		
	Inbox 64 items	 Applications 18 items						
	Go to Inbox							
		Time	Team Performance	Absence	Pay			
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		Personal Information	Benefits	Performance	Administrato	ſ		
		Adaptive Planning	My Team Management	Time and Absence	Favorites			
		Job Requisition Workspace	Career	Recruiting	Directory			



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".



Absence			@	Located in the "Request	
				section of the page, clic	
	Request	External Links		on the "Request Return from Leave of Absence'	
	Request Absence	Holiday Calendar			
	Correct My Absence	Pay Period Schedule		button.	
-	Request Return from Leave of Absence	Leave of Absence Forms and Policies		Request	
				Request Absence	
	View	Available Balance as of Today			
	My Absence	Does not include future absence requests Available		Correct My Absence	
	Absence Balance	0.666667 Hours - Sick - PT		Paguast Patura from Large of Absorption	



		≂⊡."	Enter the date representing
nce	Actual Last Day of Absence		your "First Day Back at
		*	Work" in the field on the
		w b	top left.

First Day Back at Work MM/DD/YYYY							
Absences Returned From 1 item 😇 🖬 🖓							
Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence			
	NJFLA (11/02/2020)	11/02/2020	11/27/2020				

First Day of Absence

11/02/2020

Estimated Last Day of Abser

11/27/2020

First Day Back at Work

*Event

NJFLA (11/02/2020)

Absences Returned From 1 item

Select



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. 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).

enter your comment Enter comment if desired.

	Step 💙
Submit Save for Later Cancel	Review information entered ensure accuracy and click "Submit" button.
	Then click "Done".
Done	





to



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 Igreer@kean.edu or Yrelys Tapanes at ytapanes@kean.edu.

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