

# HOW TO SUBMIT A LEAVE OF ABSENCE REQUEST

**Note:** A leave of absence (LOA) might be necessary if a team member needs extended time off from work due to a prolonged and/or serious illness, serious injury, or other qualifying hardship. For more information, contact the Human Resources Leave of Absence Team via email at [leaves.goodwillaz.org](mailto:leaves.goodwillaz.org) or via phone at 1-833-624-0920, Option 6.

1. Navigate to the [Human Resources Support Portal](#) via Jira > Click on **Leave of Absence** from the sidebar > Click the **Request for Leave of Absence** tile

**Request Type Categories**

Most Popular Requests

Benefits and Compensation

Crisis Management Resources

HR Services

HRIS (Human Resources Information Systems)

Leadership Development

**Leave of Absence**

Manage My Team

Payroll

Recruiting

Report a Workplace Concern

Team Member Experience

Workers Compensation

**General Leave of Absence Questions**

Use this option for questions about pay while on leave, eligibility, leave types, leave protection, return to work, or other questions.

**Request for Leave of Absence**

Use this option to request time off of work for personal medical reasons for self or care for other.

**Reporting Intermittent FMLA Absence(s)**

Use this option to report hours of work missed related to intermittent FMLA.

**Team Member Returned from Leave with Workday or Timeclock Issue**

Use this option for a team member that was on leave, returned to work and is having issues with Workday or clocking in.

**Team Members Referred to Leaves**

Use this option if you are a leader who referred a team member to contact the Leaves department.

**Team Member Request for Workplace Accommodation**

Use this option if you are a team member and there is a barrier that prevents or makes it difficult for you to perform your job, meet a job standard, or access other benefits of employment.

**Request for Team Member Leave or Accommodation Status**

Use this option if you are a manager requesting an update of the status of a leave, return to work, or extension for a team member.

**Notification of Absence / Sick Time Exceeding 3+ days**

Use this option if a team member has missed 3 or more days of work due to illness, medical emergency, care for other.

**Unemployment Claim Responses Related to Leave**

Use this option if you need assistance with unemployment claim responses related to leave.

2. Complete the leave of absence request form > Click **Create** to submit

**Request for Leave of Absence**

Human Resources

Goodwill of Central and Northern Arizona (GCNA) and its affiliated entities (Collectively, the "Company") is committed to providing equal employment opportunities and benefits for all team members. Please complete this form to begin your leave of absence request. All information submitted in this form will be kept confidential. The HR Leave and Accommodation Team will review the request upon receipt and contact the requestor with additional information.

Raise this request on behalf of

Christine McBride

If you have any attachments that may be helpful, please include them here (optional)

Drag and drop files, paste screenshots, or browse

Formatting Help

**Create** Cancel

**Note:** The Leave of Absence Team will contact the team member regarding the next steps of the process.