

# How to Submit a Leave of Absence (LOA) Request

**Note:** A leave of absence (LOA) might be necessary for team members if they need extended time off from work due to a prolonged illness, serious injury, or other qualifying hardship.

For more information, contact the Human Resources **Leaves Team** via email at [leaves.goodwillaz.org](mailto:leaves.goodwillaz.org) or via phone at **1-833-624-0920, option 6.**

1. Click on the **Absence** app in Workday.



**Absence**

2. Click **Request Absence**



The screenshot shows the Absence app interface with two main sections: 'Request' and 'View'. The 'Request' section contains three buttons: 'Request Absence' (highlighted with an orange box), 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' section contains one button: 'Absence Balance' (highlighted with an orange box). Below these sections is a table titled 'Available Balance as of Today' with a note 'Does not include future absence requests'. The table lists various types of time off and their available balances. A blue callout box with the text 'Note: You can view your time off balances here.' has an arrow pointing to the 'Available' column of the table.

Available Balance as of Today	
Does not include future absence requests	
Available	
8 Hours - Floating Holiday	
0 Hours - Reward Time Off	
42.14 Hours - Sick	
4 Hours - Vacation	
8 Hours - Volunteer Day	

3. Click on the **Select Date Range** button and enter the appropriate date(s).

**Note:** You can view your time off balances here.

Click and drag on the calendar or select date range.

Select Date Range View Teams

**Balances**

Balance as of 02/29/2024

**Per Plan**

- Floating Holiday: 8 Hours
- Reward Time Off: 0 Hours
- Sick: 42.14 Hours
- Vacation: 4 Hours (Vacation)
- Volunteer Day: 8 Hours

**Total**: 62.14 Hours

1 Day - Request Absence

4. In the *Type* section, click **Time Off**, and then select **Leave of Absence**.

Select Date Range

From \* 03/01/2024

To \* 03/31/2024

Type \* Leave of Absence

Cancel Next

5. Click **Next**

## 6. Select the date for “Last Day of Work”

The screenshot shows a web form for a leave of absence request. At the top, it displays 'Total 0 Hours - Leave of Absence' and 'Request 1 item'. Below this is a table with columns for '\*From', '\*To', '\*Type', and 'Total'. The values are '03/01/2024', '03/31/2024', 'Leave of Absence', and '0 hours' respectively. A 'Details' section is expanded, showing a 'Last Day of Work' field with a calendar icon and the date '02/29/2024', highlighted with a red box and the number 6. Below this is a text input field with a profile picture icon and the text 'Example: surgery', highlighted with a red box and the number 7. Underneath is an 'Attachments' section with a 'Drop files here' area and a 'Select files' button, highlighted with a red box and the number 8. At the bottom of the form, there is a 'Submit' button and a 'Cancel' button, with the 'Submit' button highlighted by a red box and the number 9.

7. Enter an appropriate comment relevant to your leave request (i.e. surgery, back injury etc.)

8. Click “Select Files” to upload any relevant attachments (i.e. doctor’s note, etc.)

9. Click **Submit**

**Note:** The LOA request will route to the Leaves Team for approval. The Leaves Team will reach out to the team member regarding next steps. The team member should receive a notification in their “My Tasks” inbox when their leave request has been approved.

The screenshot shows an email notification titled 'Absence Request: Christine McBride (On Leave)'. It includes a timestamp '1 minute(s) ago' and a message: 'Please note that your team member, Christine McBride (On Leave) has requested a leave of absence. The First Day of Leave is, 2024 04 01 , and the Estimated Last Day of Leave is 2024 04 23 . If you have any questions, please contact the HR Leaves Team.' Below the message, contact information is provided: 'Phone: 602-535-4100 option 6' and 'Email: Leaves@goodwillaz.org.' At the bottom, there is a 'Details' link followed by the text 'Absence Request: Christine McBride (On Leave)'.