

# PROTECTED LEAVE

Submitting Protected Leave Requests in Workday



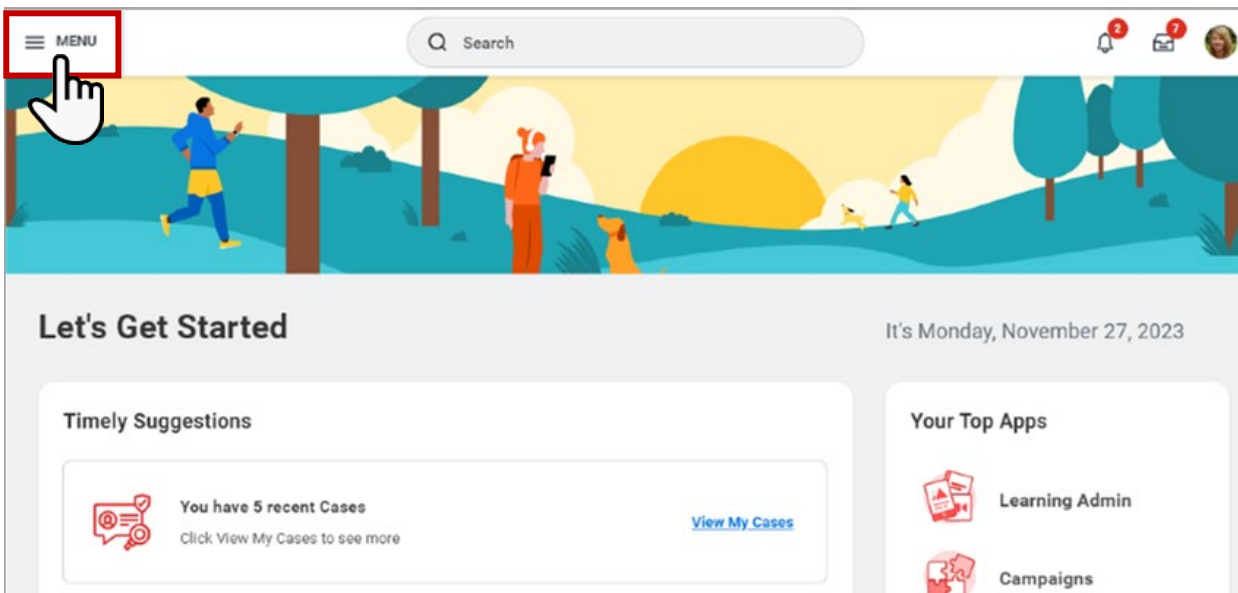
You must submit two protected leave requests in Workday to use either accrued leave or leave without pay for Family Medical Leave, Oregon Family Leave, Paid Leave Oregon, or any combination of protected leave in Workday. The two requests will identify the type of leave you are using and that the time off is for protected leave. This job aid will walk you through the process of how to do this in Workday.

**IMPORTANT:** You must submit the leave requests in this order.

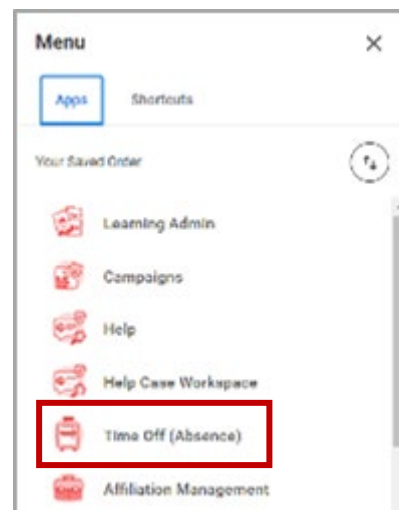
## Request 1 | Submitting the Leave Type

The first request will be for identifying the type of leave you are using while on Family Medical Leave, Oregon Family Leave, or Paid Leave Oregon. Follow these steps to submit the request.

1. Log into Workday and from your homepage, click on the menu button.



2. From the menu click on Time Off (Absence).

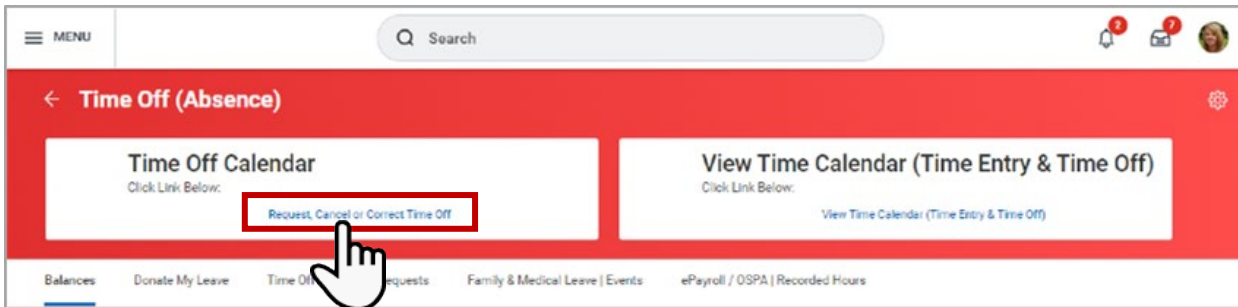


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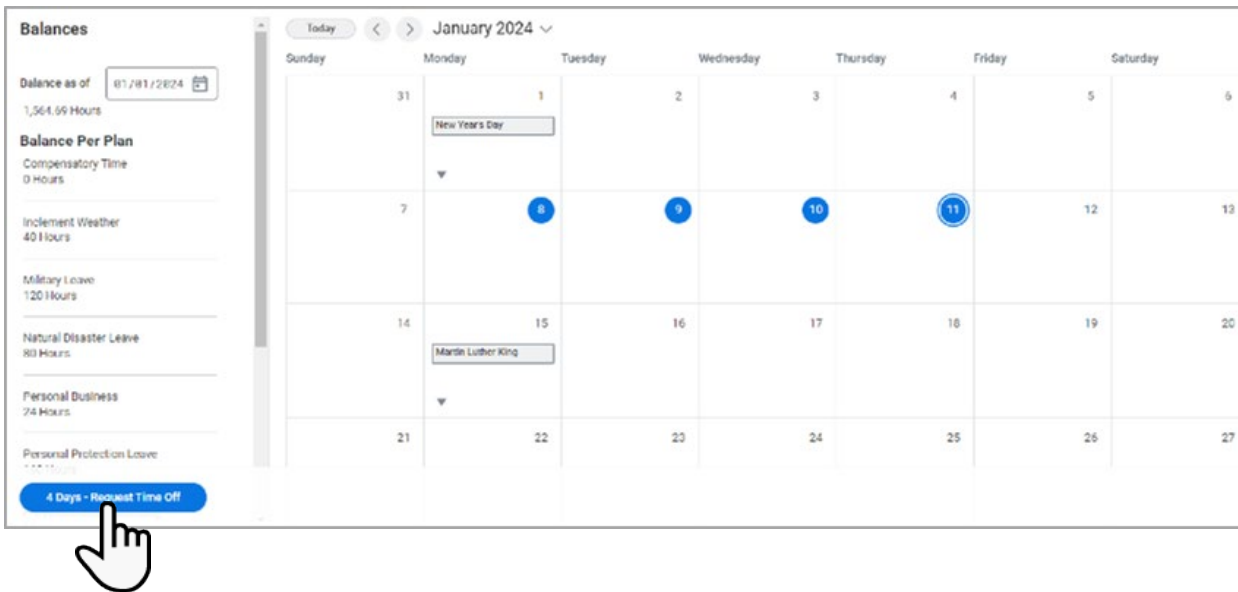
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3. Under the Time Off Calendar, click on Request, Cancel or Correct Time Off.



4. On the Request Time Off calendar, select all the days you are requesting time off for. Once you selected all the dates click on the blue button showing the number of days you requested time off for.



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5. On the Request Time Off pop-up window, you will need to complete the following fields:
  - a. Click on the Type field and search for the type of leave you will be using. You can use sick, vacation, personal business, compensatory time, straight time leave, or leave without pay.
  - b. In the Daily Quantity field make sure the number of hours is correct for the amount of leave you are taking for each day you selected. The daily quantity must be the same for each day you are taking leave. If it is not you will need to submit another request.
  - c. Click Submit to submit the absence request. This request will go to your manager for approval.

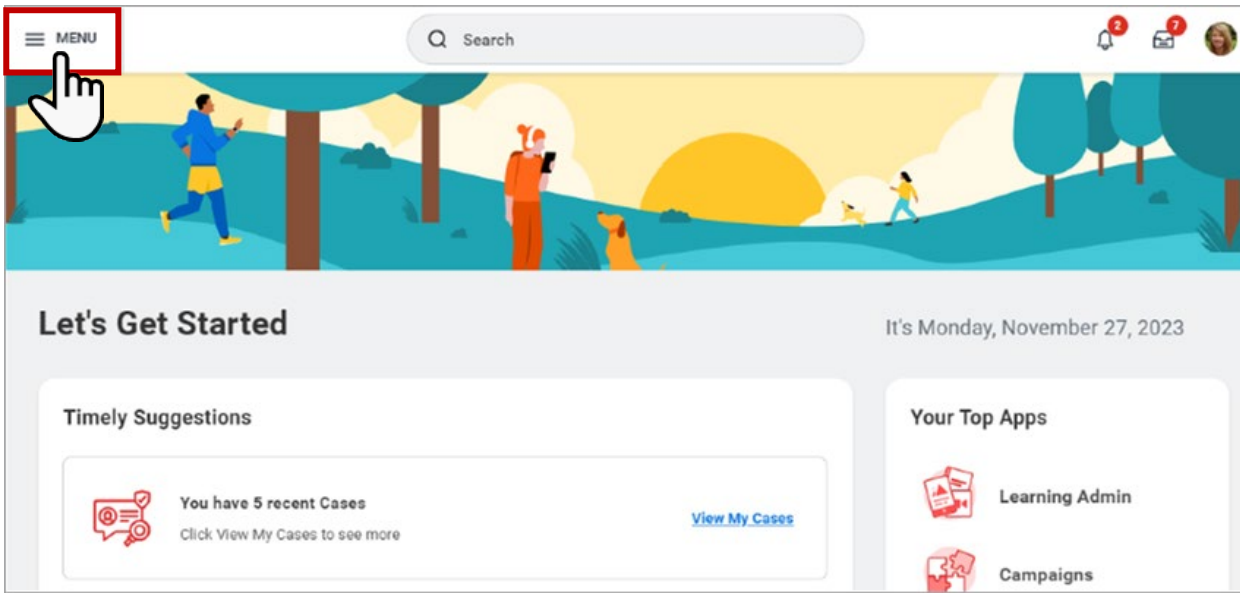
A screenshot of the "Request Time Off" pop-up window in Workday. The window title is "Request Time Off" with a close button (X) in the top right corner. The user's name "Brandy Meng" is displayed at the top left with a menu icon (three dots) and an upward arrow. Below the name, it says "Total: 32 Hours". A link for "Partial Hour Equivalents Chart" is provided: [https://www.oregon.gov/das/Financial/Payroll/Documents/jobaid\\_equivalents.pdf](https://www.oregon.gov/das/Financial/Payroll/Documents/jobaid_equivalents.pdf). The "When" field shows "Monday, January 8, 2024 - Thursday, January 11, 2024". The "Type" field is a dropdown menu with "x Sick Leave" selected. Below are input fields for "Start Time", "End Time", and "Daily Quantity" (which has the value "8"). The "Unit of Time" is set to "Hours". There is a "Comment" field. At the bottom, there is a small profile picture, a text input field with the placeholder "enter your comment", and two buttons: "Submit" (blue) and "Cancel" (white with a grey border).



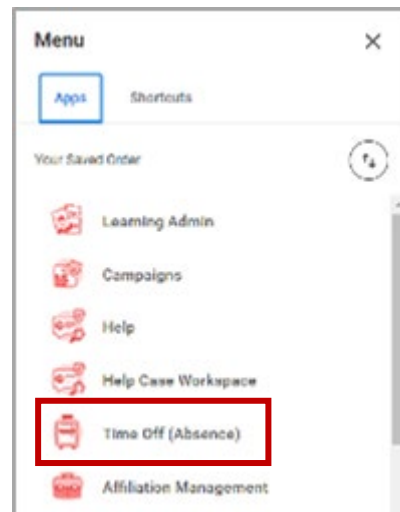
## Request 2 | Submitting the Leave as Protected

Now that you have submitted the type of leave you will be using, you need to submit the second request to identify the leave as protected.

1. Log into Workday and from your homepage, click on the menu button.



2. From the menu click on Time Off (Absence).

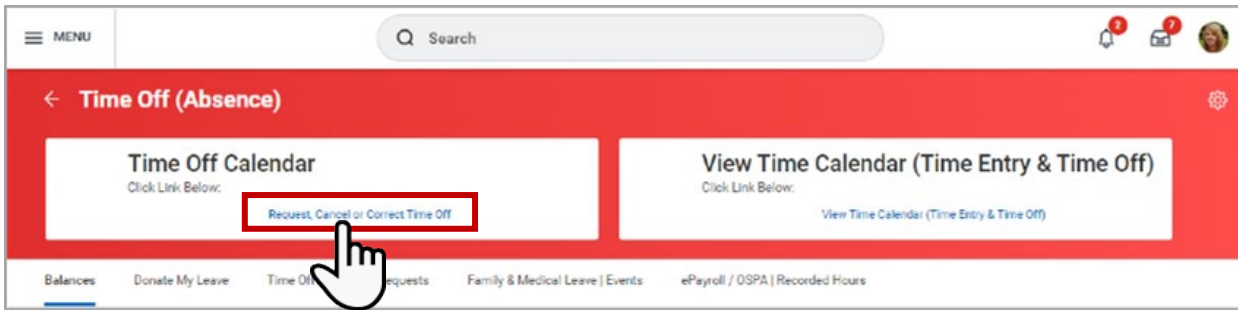


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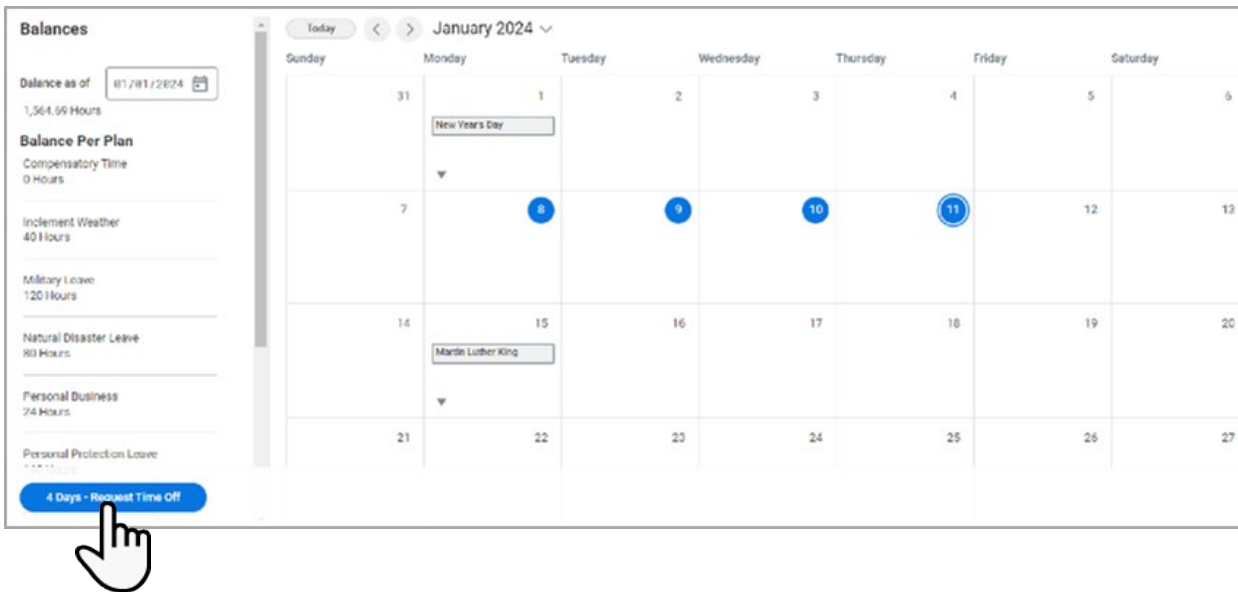
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3. Under the Time Off Calendar, click on Request, Cancel or Correct Time Off.



4. On the Request Time Off calendar, select all the days you are requesting time off for. Once you selected all the dates click on the blue button showing the number of days you requested time off for.



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5. On the Request Time Off pop-up window, you will need to complete the following fields:
  - a. Click on the Type field and search for Protected Leave.
  - b. In the Daily Quantity field make sure the number of hours is correct for the amount of leave you are taking for each day you selected. The daily quantity must be the same for each day you are taking leave. If it is not you will need to submit another request. Also, if the request is for Paid Leave Oregon protected leave then it must be in full day increments.
  - c. Click on the Reason field and you'll see all the options available. Select the option listed in your letter from your absence partner. If you do not have a letter or are unsure, select Initial Request.
  - d. If you have an event number enter it in the comment box.
  - e. Click Submit to submit the absence request. This request will go to your absence partner for approval.

**Request Time Off** [Close]

Brandy Meng [Profile] [Expand]

Total: 40 Hours

**Partial Hour Equivalents Chart:**  
[https://www.oregon.gov/das/Financial/Payroll/Documents/jobaid\\_equivalents.pdf](https://www.oregon.gov/das/Financial/Payroll/Documents/jobaid_equivalents.pdf)

When: Monday, January 8, 2024 - Thursday, January 11, 2024

Type: [X] Protected Leave [Menu]

Daily Quantity: [10]

Unit of Time: Hours

Reason: [X] Paid Leave Oregon [Menu]

Comment: [Text Box]

enter your comment [Profile] [Text Box]

[Submit] [Cancel]