

# Hexcel's Workday User Manual

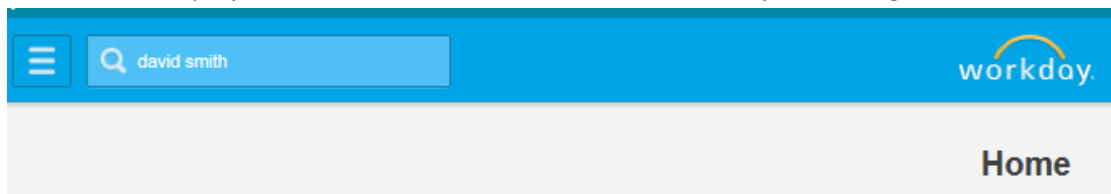
## Chapter 5-01 Absence

### LEAVE OF ABSENCE

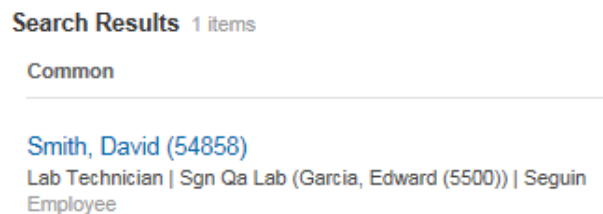
#### Initiate Leave of Absence – HR Only

Only HR can initiate, revise, and return Employees from Leave of Absence. Here are the steps which must be followed:

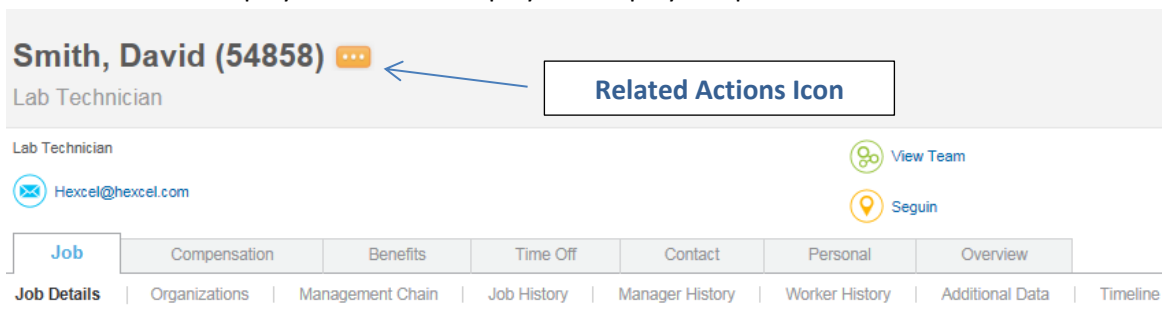
1. Enter the Employee's name in the search box on the Workday Home Page.



2. Press **Enter** and Workday will display the Employee's name.




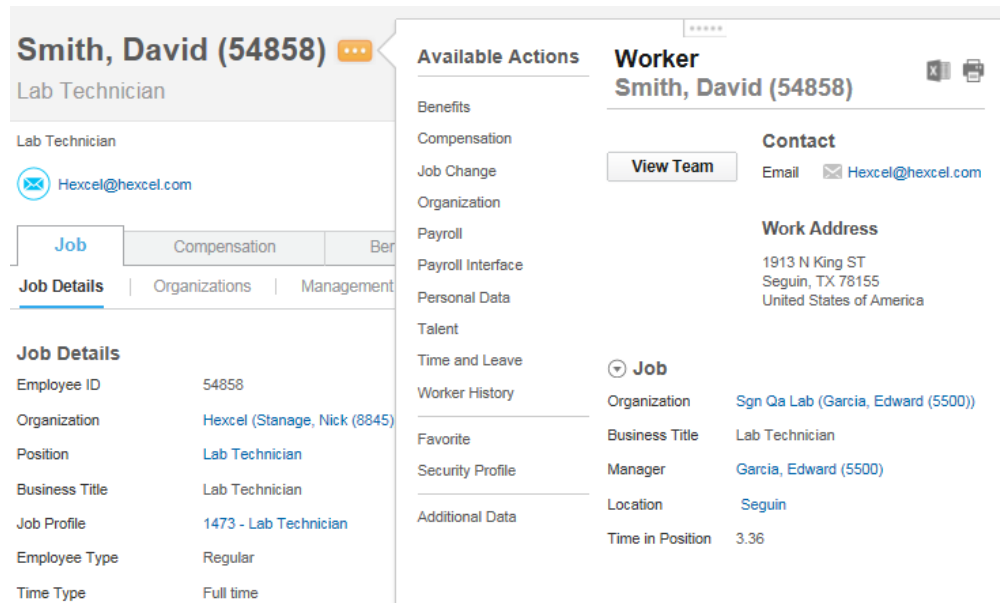
3. Click on the Employee's name to display the Employee's profile.



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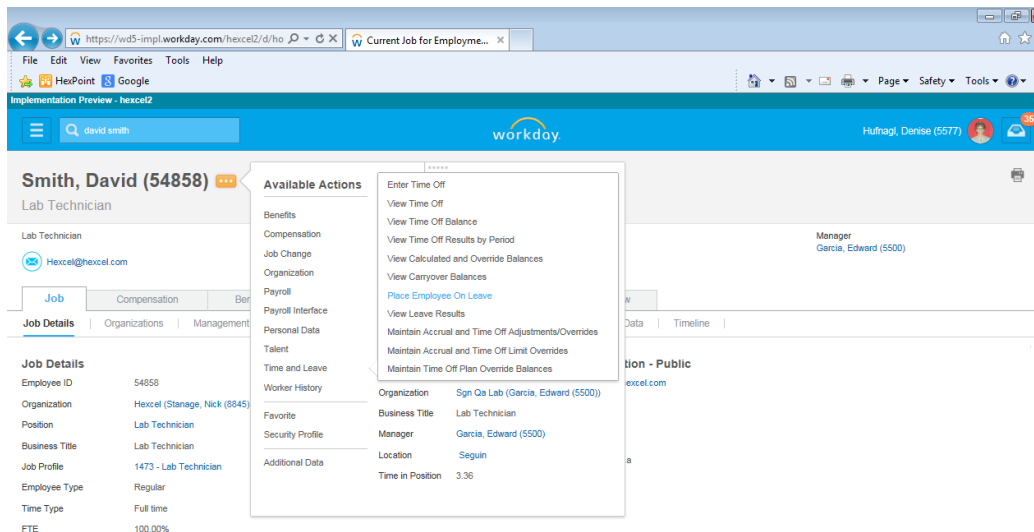
## Chapter 5-01 Absence

4. Click  to display the business process options for this Employee



The screenshot shows the Workday interface for employee David Smith (54858), a Lab Technician. The 'Available Actions' menu is open, listing various options such as Benefits, Compensation, Job Change, Organization, Payroll, Payroll Interface, Personal Data, Talent, Time and Leave, Worker History, Favorite, Security Profile, and Additional Data. The 'Time and Leave' category is highlighted. The 'Job Details' section on the left provides information about the employee's current role, including Employee ID (54858), Organization (Hexcel), Position (Lab Technician), Business Title (Lab Technician), Job Profile (1473 - Lab Technician), Employee Type (Regular), and Time Type (Full time).

5. Hover over the **Time and Leave** category to display the options



This screenshot shows the same Workday employee profile for David Smith (54858), but with the 'Time and Leave' category in the 'Available Actions' menu expanded. The dropdown menu lists several options: Enter Time Off, View Time Off, View Time Off Balance, View Time Off Results by Period, View Calculated and Override Balances, View Carryover Balances, Place Employee On Leave, View Leave Results, Maintain Accrual and Time Off Adjustments/Overrides, Maintain Accrual and Time Off Limit Overrides, and Maintain Time Off Plan Override Balances. The 'Job Details' section on the left is also visible, showing the employee's current role and other information.

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### 6. Click **Place Employee on Leave**

**Place Employee on Leave**  
**Smith, David (54858)**

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Last Day of Work

First Day of Leave \*

Estimated Last Day of Leave \*

Leave Type \*

⌵ **Leave Impact**

Inactivate Employee

Payroll Effect

Absence Accrual Effect

Stock Vesting Effect

Benefit Effect

Continuous Service Accrual Effect

Sabbatical Effect

Tenure Effect

▶ **Supporting Documents**

### 7. Populate the fields with the required \*



**Note:** The **Last Day of Work** will automatically populate as the day prior to the **First Day of Leave**. Change the **Last Day of Work** if it is different from the day prior to the **First Day of Leave**

### 8. Using the drop down menu, select the appropriate Leave Type



**Note:** FMLA is not automatically connected to any type leave. For example, if an employee is eligible for STD but not FMLA, place the employee on STD leave only. If the employee is eligible for **both** FMLA and STD, you must place the employee on both type leaves. In some cases the FMLA leave may begin earlier than the STD leave because of the required 7 day waiting period before STD begins in non-hospitalization cases.

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## Chapter 5-01 Absence

### Place Employee on Leave Smith, David (54858)

Last Day of Work	05/08/2014
First Day of Leave *	05/09/2014
Estimated Last Day of Leave *	06/06/2014
Leave Type *	Disability > US Short Term Dis:

#### Leave Impact

Inactivate Employee	<input type="checkbox"/>
Payroll Effect	<input checked="" type="checkbox"/>
Absence Accrual Effect	<input type="checkbox"/>
Stock Vesting Effect	<input type="checkbox"/>
Benefit Effect	<input type="checkbox"/>
Continuous Service Accrual Effect	<input type="checkbox"/>
Sabbatical Effect	<input type="checkbox"/>
Tenure Effect	<input type="checkbox"/>

9. Once populated click **Submit** then **Done** You will be returned to Employee's Profile.
10. You have successfully placed the Employee on leave of absence.

You have submitted  
Leave Request: Smith, David (On Leave) (54858) ...

 Process Successfully Completed

Details and Process

**Smith, David (On Leave) (54858)** ...  
Lab Technician

**Done**

Date	Chapter Modified