

01

REQUEST A LEAVE OF ABSENCE

Enter your request in Workday. You will receive an email with instructions to submit required medical documents.

Workday Job Aids:

- [Submit Own Request](#)
- [Submit Request as a Manager](#)

02

SUBMIT MEDICAL DOCUMENTATION

- Certified Healthcare Provider Form:
 - [For Self](#)
 - [For Family Member](#)
- Verification of Birth/ Adoption/ Placement

All Medical Documentation must be uploaded to the "Certification of Health Care Provider Forms/Medical Documents Category" to ensure information is kept confidential.

You will receive an email approving your absence request, and instructions for entering time off and returning to work.

03

ENTER TIME OFF

- For all leave, Enter Time Off in Workday
- Intermittent Leave, follow all departmental call-in procedures when taking FML-approved Leave

Workday Job Aid:

- [Entering Time Off](#)

Absences may be considered unauthorized if these procedures are not followed.

04

BEFORE RETURNING TO WORK

- [Return to Work Certification](#) - completed by your healthcare provider
- Initiate Return from Absence in Workday

Workday Job Aid:

- [Return from Absence](#)

Failure to complete these steps may prevent your return to work and/or may cause future absences to be considered unauthorized.

STEPS FOR REQUESTING A LEAVE OF ABSENCE

Family Medical
Leave & Parental
Leave

QUESTIONS

Contact the UMD Leave Management Team at umdleave@umd.edu or 301-405-0001, or visit the Leave Management webpage.



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FORWARD