Admin Support Requesting Worker Return From Leave

Job aid is created for Office Managers to initiate this business process.

> ⓘ If the worker needs to extend their leave, please contact Corporate Benefits **benefits@structuralgroup.com** to initiation that process.

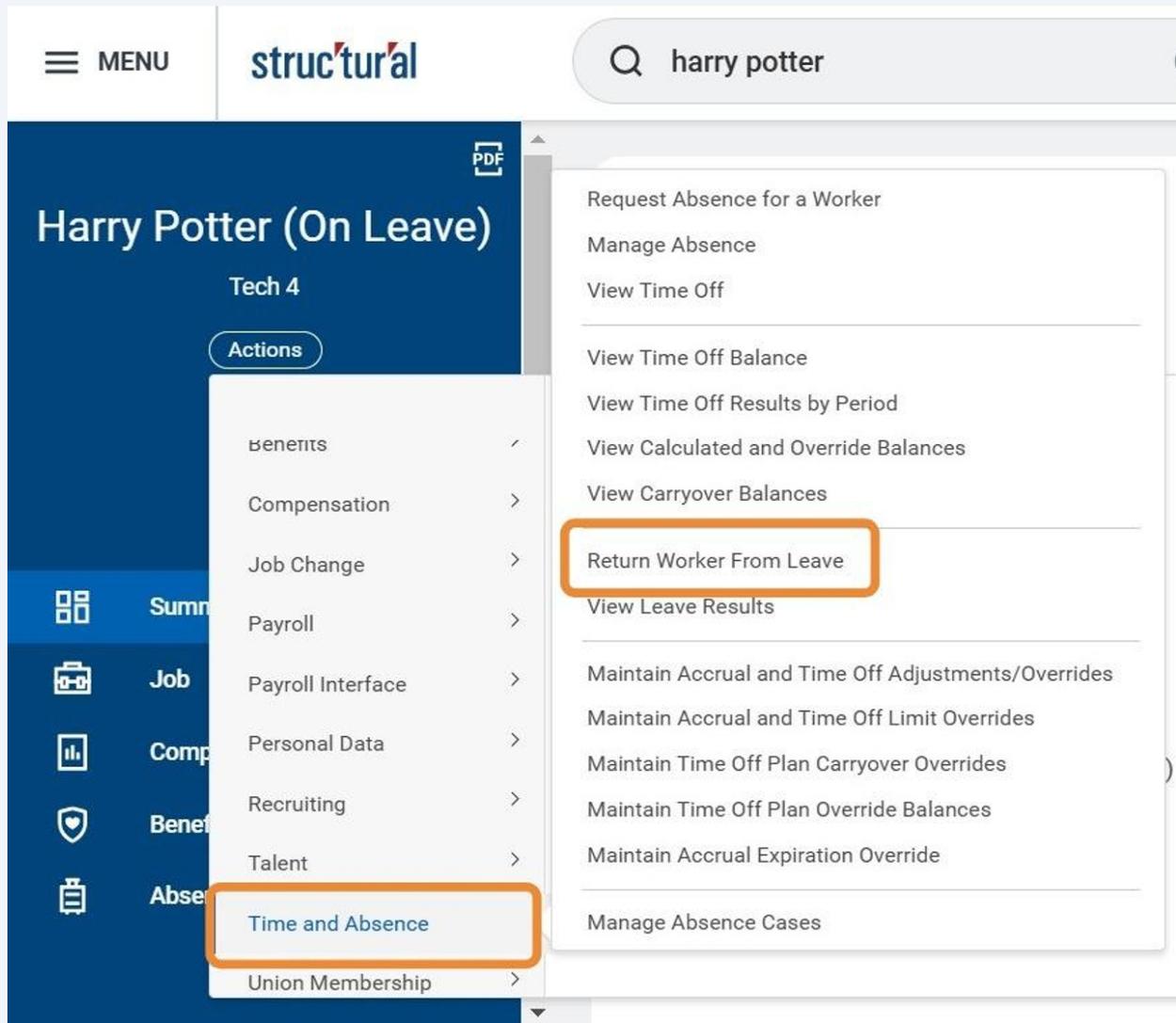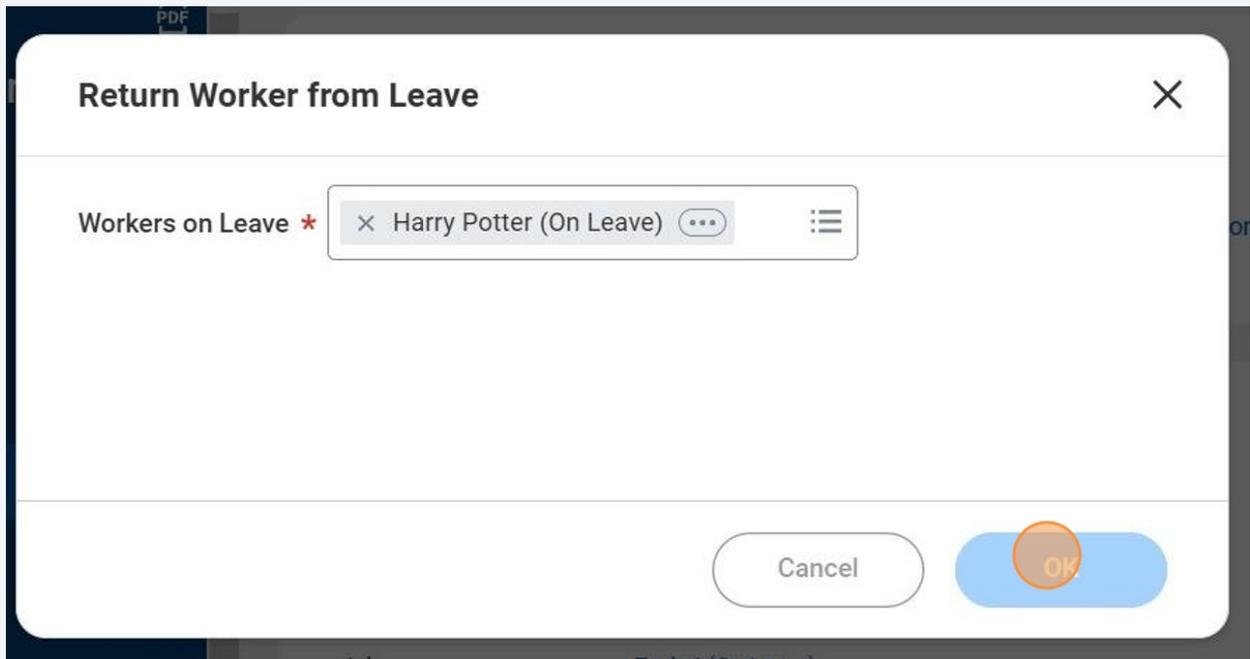**1** From the Worker profile, click the Related Actions button

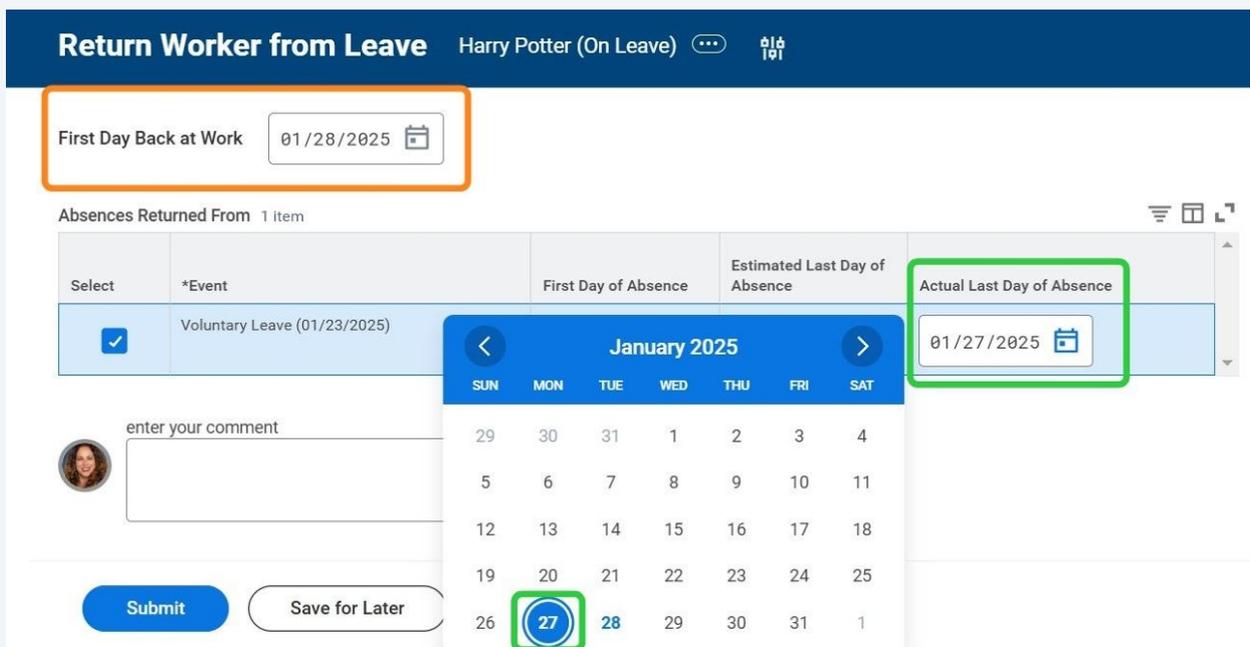**2** From the Related Actions button, locate Time and Absence in the menu. Click "Return Worker From Leave"

3 Worker's name should appear. Click OK to proceed further. The next steps will require you to enter dates to return the worker.

Return Worker from Leave   ✕

Workers on Leave *   [✕ Harry Potter (On Leave) ⋯]   ☰

                                    Cancel   OK

4 Use the Calendar icon to select the appropriate dates.

- **Orange Box**: First Day Back to Work

- **Green Box**: Actual Last Day of Work

Return Worker from Leave   Harry Potter (On Leave) ⋯   ⚙

First Day Back at Work   01/28/2025 📅

Absences Returned From 1 item   ☰ ⊟ ⌐

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
☑	Voluntary Leave (01/23/2025)			01/27/2025 📅

January 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

enter your comment

Submit   Save for Later

5 All date fields are required. Once dates are populated, click Submit.

Return Worker from Leave Harry Potter (On Leave) ⋯ ⦿

First Day Back at Work 01/28/2025 📅 ⟵

Absences Returned From 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
☑	Voluntary Leave (01/23/2025)	01/23/2025	01/31/2025	01/27/2025 📅 ⟵

enter your comment

[Submit]   [Save for Later]   [Cancel]

6 The **Request to Return a Worker From Leave** will be routed to the Corporate Benefits team to review & approve. Once approved, and the effective date is met, **(On Leave)** will be removed from the Employee's name in Workday.

Employee will remain on leave until the "Return a Worker From Leave" event is met, regardless of the duration of leave. The worker does not automatically "return from leave" if the return date is met. **The Business Process must take place to return worker from leave.**

✕

You have submitted

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