



How to Submit Continuous PFML Time Off in Workday

1



Request Absence in Workday

- Open Workday
- Open your Worker Profile
- Click Actions
- Select Time and Absence
- Select Request Absence
- Click Type of Absence

2



Select Paid Family Medical Leave (PFML) Time Off

3



Select the Type of Absence

- For PFML and FML, select **Continuous Paid Family Medical Leave – Running Concurrent with Family Medical Leave Time Off.**
- For PFML only, select **Continuous Paid Family Medical Leave.**

4



Complete the Request

- **Position:** If you have more than two positions, Workday will prompt you to choose one
- **Reason:** Select the reason for your designated leave of absence
- **Hours (Daily):** Choose the number of hours you work based on your FTE
- **Submit Request**



Please submit any required return-to-work documents and Request Return from Leave of Absence in Workday as instructed.



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How to Submit Continuous PFML Time Off in Workday

This guide will show the steps for employees to submit Continuous PFML time off in Workday.

Note: All eligible employees will be designated both PFML and FML when possible. However, if you elect to use your accrued time off in lieu of PFML, skip to “**How to Submit Continuous FML Time Off in Workday**”.

Instructions

Step 1: Request Absence in Workday

- On your **Worker profile**, click **Actions**.
- Select **Time and Absence**, and
- Select **Request Absence**
- Select dates
- Select **Continue**

It is highly recommended that you select dates only up to 2 weeks at a time.

Calendar Date Range

August 2026 < Today >

Sun Mon Tue Wed Thu Fri Sat

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

[View Balances](#) 📅

Cancel Continue

Step 2: Type of Absence

- Select **Continuous Paid Family Medical Leave (PFML) Time Off**

Type of Absence *

Search

Paid Time Off >

Unpaid Time Off >

Family Medical Leave (FML) >

Paid Family Medical Leave (PFML) >

Continuous Paid Family Medical Leave (PFML) Time Off >

Leave Of Absence University >



Step 3: Select the Type of Absence

- For PFML and FML, select **Continuous Paid Family Medical Leave - Running Concurrent with Family Medical Leave Time Off**
- For PFML only, select: **Continuous Paid Family Medical Leave Time Off**

Type of Absence *



 **Continuous Paid Family Medical Leave (PFML)
Time Off**

☐

 Continuous Paid Family Medical Leave - Running
Concurrent With Family Medical Leave Time Off 

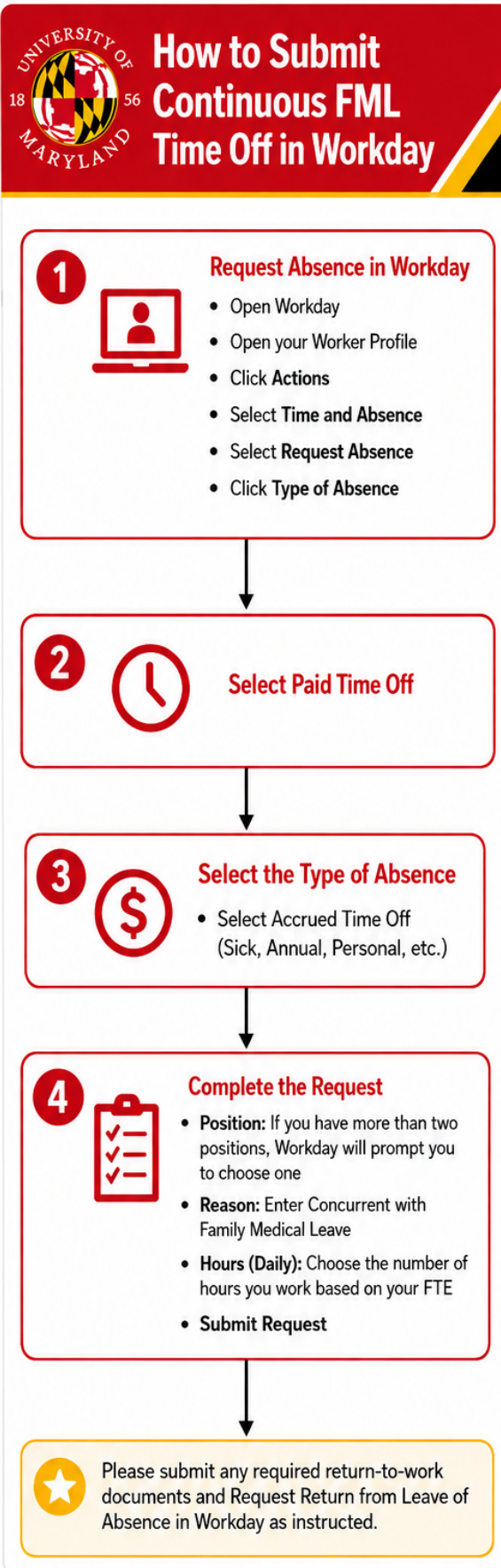
☐

 Continuous Paid Family Medical Leave Time Off 

Step 4: Complete the Request

- Position: If you have more than two positions, Workday will prompt you to choose
- Reason: Select the reason for your designated leave of absence
- Hours (Daily): Choose the number of hours you work based on your FTE
- Submit Request

Your request will be sent to UHR Leave for approval.
Please submit any required return-to-work documents and Request Return from Leave of Absence in Workday as instructed.





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How to Submit Continuous FML Time Off in Workday

This guide will show the steps for employees to submit Continuous FML time off in Workday, for use when electing to not use PFML time off, and/or ineligible for PFML.

Instructions

Step 1: Request Absence in Workday

- On your **Worker profile**, click **Actions**.
- Select **Time and Absence**, and
- Select **Request Absence**
- Select dates
- Select **Continue**

It is highly recommended that you select dates only up to 2 weeks at a time.

Calendar Date Range

August 2026 < Today >

Sun Mon Tue Wed Thu Fri Sat

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

[View Balances](#)

Cancel Continue

Step 2: Select Paid Time Off

Type of Absence*

Search

Paid Time Off >

Unpaid Time Off >

Family Medical Leave (FML) >

Paid Family Medical Leave (PFML) >

Continuous Paid Family Medical Leave (PFML) Time Off >

Leave Of Absence University >

Cancel Submit Request



Step 3: Select Type of Absence

- Select the Accrued Time Off you would like to use (annual, personal, sick, etc.)

Type of Absence *

← Paid Time Off

- ☐ Accident Time Off
- ☐ Administrative Time Off
- ☐ Advanced Annual Leave
- ☐ Advanced Sick Leave
- ☐ Annual Time Off
- ☐ Annual Time Off Carryover - Not Eligible for Payout
- ☐ Disaster Service Time Off
- ☐ Extended Sick Leave
- ☐ HR Approved Admin Time Off
- ☐ Leave Reserve Fund
- ☐ Legal Action Time Off
- ☐ Military Training Time Off

Step 4: Complete the Request

- Position: If you have more than two positions, Workday will prompt you to choose one.
- Reason: Enter **Concurrent with Family Medical Leave**
- Hours (Daily): Choose the number of hours you work based on your FTE
- Submit Request

Reason *

- ☐ Bereavement - Immediate Family Member No Travel
- ☐ Bereavement - Immediate Family Member Travel Required
- ☐ Bereavement - Not Immediate Family Member
- ☐ Care for my family member for medical related reasons
- ☒ Concurrent with Family Medical Leave
- ☐ Concurrent with Parental Leave (All Faculty and USMO & UMCES Staff Use Only)
- ☐ My own medical related reasons
- ☐ Non-compensable Job Injury
- ☐ Safe reasons

Cancel

Submit Request



UNIVERSITY HUMAN RESOURCES

Your request will be sent to your supervisor for approval.

Please submit any required return-to-work documents and Request Return from Leave of Absence
in Workday as instructed.