

Requesting Sick Time Off for Sick/Child Care in Workday

The Board of Regents has authorized employees the usage of 80 hours of already accrued paid sick time off (prorated for part-time employees) for a COVID-19 related event due to school/child care disruptions/closures.

Employees who need to utilize this time off will submit a Sick Time Off request with the reason code - School/Child Care.

This job aid provides step-by-step instructions on how to submit this type of time off.

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I. Navigate to the Absence Application

**The employee's manager, Timekeeper, JM Support, and HR/Absence Coordinator can initiate a Time Off request on behalf of an employee. Navigate to the Worker's Absence Calendar and then follow this guide beginning with #3. To get to the Absence Calendar: Navigate to the Worker's Profile > Select Actions (under employee's name) > Hover over Time and Leave > Select Enter Absence.*

2. Initiate Request Absence

The screenshot displays the Workday interface for Iowa State University. The top navigation bar shows the 'Absence' section selected. The main content area is divided into two columns: 'Request' and 'View'. The 'Request' column contains three buttons: 'Request Absence' (highlighted with an orange circle), 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' column contains three buttons: 'My Absence', 'Absence Balance', and 'View Teams'. Below these columns is a section titled 'Available Balance as of Today' with a note 'Does not include future absence requests'. The table below shows the following data:

Available Balance as of Today	
Does not include future absence requests	
80 Hours - Emergency Time Off Plan	
190.81 Hours - Sick (Adoption, Emergency, Funeral, Pallbearer, Sick)	
0 Hours - Vacation Credit Time Off Plan	
275.74 Hours - Vacation	

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3. Request Sick Time Off

- Select the date(s) on the Absence Calendar that you plan to be absent from work

NOTE: 9/1/2020 is the first day the expanded Sick Time Off can be utilized. It is effective through 12/31/2020.

- Click the orange Request Absence button in lower left-hand corner

- Type and select **Sick**
- Click Next

Absence Calendar

Click and drag on the calendar or select date range.

Select Date Range View Teams

Balances

Balance as of 09 / 10 / 2020

Per Plan

- COVID-19 Sick Time Off 80 Hours
- Emergency Time Off Plan 80 Hours
- FMLA > FMLA - Care of Servicemember 1,040 Hours
- FMLA > FMLA COVID-19 - Paid 480 Hours
- FMLA > FMLA COVID-19 - Unpaid 480 Hours

Today < > September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30 Sep	31 Sep	1	2	3	4
	6	7	8	9	10	11
	13	14	15	16 Today	17	18
	20	21	22	23	24	25
	27	28	29	30	Oct 1	2

1 Day - Request Absence

Search Results (3)

- Sick
- COVID-19 Sick Time Off (Family)
- COVID-19 Sick Time Off (Self)

When

Type * sick

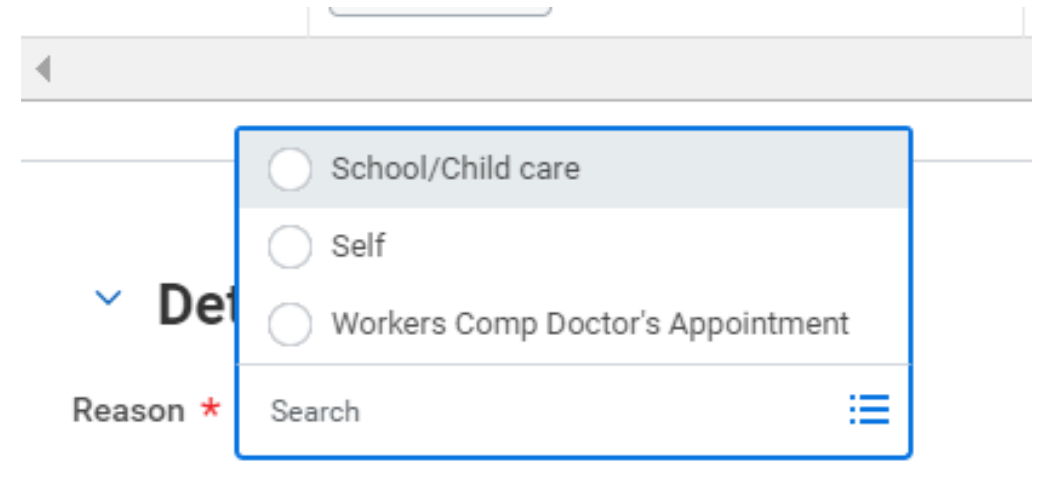
Next Cancel

4. Select Reason Code

- a. Select the applicable **reason**

You may use up to **80 hours** (prorated based on FTE) with the reason code - **School/Child care** between 9/1/2020-12/31/2020

- b. Press the orange Submit button in the lower left-hand corner
- c. The time off request will flow to your Manager for approval



The screenshot shows a mobile application interface with a dropdown menu for the 'Reason' field. The dropdown is open, displaying three radio button options: 'School/Child care', 'Self', and 'Workers Comp Doctor's Appointment'. The 'School/Child care' option is highlighted with a grey background. Below the options is a search bar with the text 'Search' and a blue menu icon (three horizontal lines) on the right. The label 'Reason *' is visible to the left of the dropdown. The background shows a partially visible 'Details' section with a blue chevron icon.