Faculty Absence Request

FLORIDA
ATLANTIC
UNIVERSITY

FACULTY ABSENCE REQUEST

Log in to Workday. Enter "Create Request" in the search bar and select the task

Search bar: create request

- Create Request — Task
- Create Supplier Request — Task
- Create Supplier Invoice Request — Task

View More

Enter "Faculty" in the 'Request Type' field. Select "Faculty Absence Notification Form," then click OK

Create Request

Request Type * — faculty

Search Results (3)

- Faculty Absence Notification Form
- Employee Educational Scholarship Program - Faculty Spouse (EESP-S)
- Employee Educational Scholarship Program - Faculty Dependents (EESP-D)

Cancel   OK

A sample of the form can be found on the next few pages. Complete the form by entering the requested information in the fields. Once submitted, the request will route to the manager for approval. Please note that you will not receive a notification in Workday or via email when the request has been approved. To check submissions, pull the "FAU My Requests" report (see the first step on Page 7).

FACULTY ABSENCE REQUEST

Absence Request Form

This form must be submitted if faculty will miss instructional time and/or designated office hours. In case of emergency, the form shall be submitted no more than three (3) days after the date(s) of absence.

This form should not be used to request any type of extended leave.

Describe the Request *

Employee Name (Required)

Employee Z-number (Required)

Department (Required)

Each of these textboxes must be completed

College (Required)

Date(s) of Reported Leave (Required)

FLORIDA ATLANTIC UNIVERSITY

FACULTY ABSENCE REQUEST

If "Academic/Professional" is selected, a textbox requiring additional information will appear

Purpose of Reported Leave:
(Required)

○ Sick
◉ Academic/Professional
○ Other

If the leave is for academic/professional purposes, please provide a brief statement regarding the value to (a) your professional/academic development and (b) Department/College and University community..
**Faculty may be required to provide copies of the seminar or conference materials upon returning to work. **

(Required)

[text box]

Purpose of Reported Leave:
(Required)

○ Sick
○ Academic/Professional
◉ Other

If other is selected, please identify in detail the extraordinary circumstances for your reported leave (i.e. bereavement, jury duty, etc.).
(Required)

[text box]

If "Other" is selected, a textbox requiring an explanation will appear

---

If "Yes" is selected, a textbox requiring course information will appear

Will you miss office hours?
(Required)

○ Yes
○ No

Will you miss class time for the course?
(Required)

◉ Yes (list the details of courses below)
○ No

Please provide the title, course number, and modality for each of the courses missed below.
(Required)

[text box]

FACULTY ABSENCE REQUEST

Will any classes be cancelled in connection with this request?
(Required)

⦿ Yes
◯ No

Please explain when the class time will be made up or otherwise identify the activity or assignment which will substitute the cancelled class.
(Required)

If "Yes" is selected, a textbox requiring an explanation of how the class time will be made up will appear

If "No" is selected, a textbox requiring further information will appear

Will any classes be cancelled in connection with this request?
(Required)

◯ Yes
⦿ No

Please identify the FAU faculty charged with covering your class and describe the manner for doing so. If not missing class time, please enter N/A.
(Required)

I acknowledge that absenteeism, leave, class time, and office hours are governed by the CBA, Faculty Handbook, FAU personnel policies, and Provost's Memoranda. If travel is associated with the reported absence, the Spend Authorization procedure applies as well. I also acknowledge it is my responsibility to adhere to all such governing documents and procedures. I also understand that any sick leave must be reported through my Workday account in advance of the absence taking place.
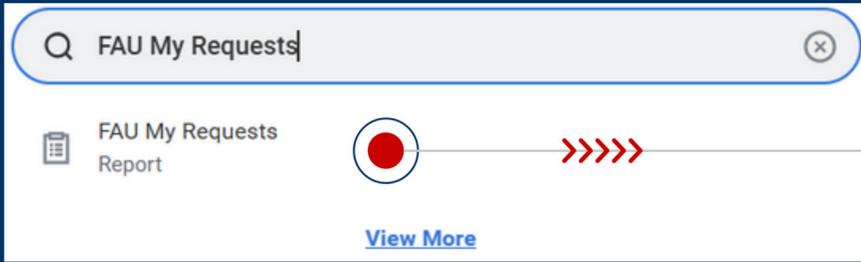(Required)

◯ I Agree
◯ -

Select "I Agree," then click Submit

To Cancel an Absence Request

FACULTY ABSENCE REQUEST

Log in to Workday. Enter "FAU My Requests" in the search bar and select the report

FAU My Requests

FAU My Requests
Report

View More

Find the request you'd like to cancel and click the twinkie icon

Request	Request Type
Request: Faculty Absence Notification Form:	Faculty Absence Notification Form

Actions

Request

Request

Cancel

Business Process

st: Faculty Absence Notification Form:
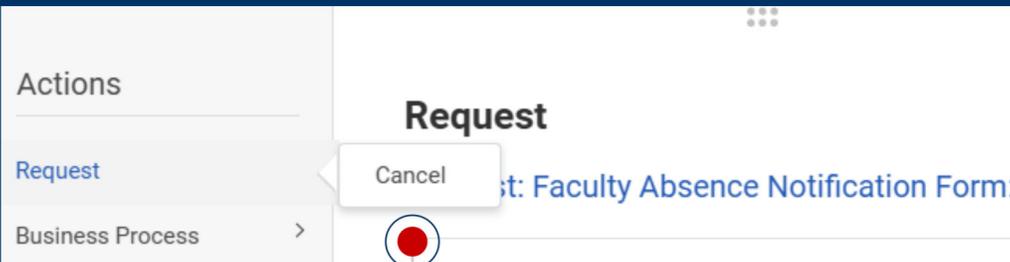
Hover over 'Request' and select Cancel