WorkDay Instructions for Personal Leaves
Revision: July 1, 2021

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Request a Personal Leave

1. Log into Workday via [OneLogin](#).

2. In the search bar at the top of the screen search for "Request Leave of Absence".

Once you select the link you will see this page:

3. Click in the search box next to "Academic Record". You will only have one option, select it.

4. In "Leave Start Date", please enter the first day of the semester in which your leave begins. You can find those dates on the [academic calendar](#). The system will

prompt you with an error message that will display the start date of the semester if you select any date that falls within it.

5. Select "Personal" as the leave of absence reason.

6. Once you have completed all of the fields, click OK.

You will then be taken to a confirmation screen. Click the checkbox next to "Confirm Leave of Absence" and then click the Submit button.

7. Your request will be automatically forwarded to David Hallowell, Assistant Dean for Academic Life. He will be in touch to schedule a brief discussion regarding your request.

8. Prior to your meeting with the Assistant Dean for Academic Life, you will need to complete the [Request for Personal Leave of Absence survey](#).

9. Once the leave has been fully approved and processed, you will receive a notification in WorkDay.

If you have any questions about the process or how to proceed, please contact David Hallowell, Assistant Dean for Academic Life, at davidhallowell@muhlenberg.edu or 484.664.3408.

Return from a Personal Leave

1. Log into Workday via [OneLogin](#).

2. Once you are logged in, click on your picture on the upper-right corner to navigate to your student profile page.

3. Using the menu on the left, select "Academics".

You should see a screen like this with your information listed:

4. Click the "Request Return from Leave of Absence" button to initiate the process.

The next screen will ask you to enter a return date:

5. In "Return Date", please enter the first day of the semester or summer session in which you plan to take courses. You can find those dates on the [academic calendar](#). The system will prompt you with an error message that will display the start date of the semester if you select any date that falls within it.

If you have any questions about the process or how to proceed, please contact David Hallowell, Assistant Dean for Academic Life, at davidhallowell@muhlenberg.edu or 484.664.3408.

Withdraw from Muhlenberg College

Withdrawals can be initiated in WorkDay and will be routed automatically to the departments and professors who need to sign off. Students will not need to obtain those signatures in person.
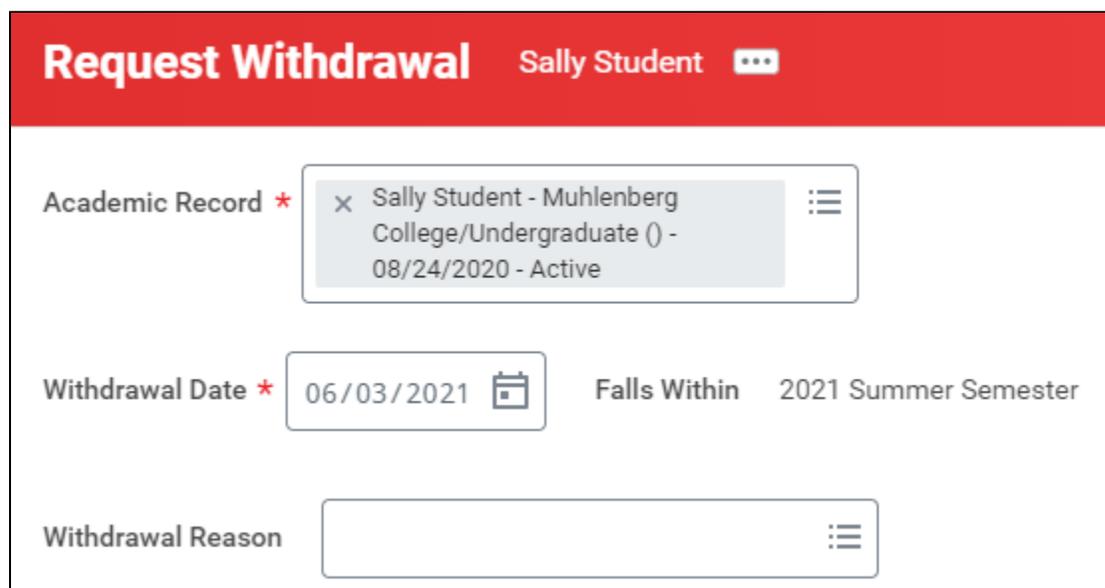
1. Log into Workday via [OneLogin](#).

2. On the main page, click on the "Academics" worklet pictured below:
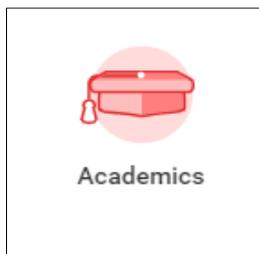
3. In the menu on the right under "Academic Records", click "More (3)" and then "Request Institutional Withdrawal".

You'll be taken to the form pictured below:

4. The withdrawal date should be the date the withdrawal will take effect.

If you are currently enrolled and you use today's date, you will be withdrawn from any courses in the current academic semester and dropped from any registered

courses in future academic semesters.

If you want to complete your current courses, you must use the first date of the next academic semester. The system will prompt you with an error message that will display the start date of the semester if you select any date that falls within it.

5. Once you have completed all of the fields, click OK.

6. You will then be taken to a confirmation screen. Click the checkbox next to "Confirm Withdrawal" and then click the Submit button.

7. Your request will then be approved by your academic advisor and the Business, Housing, and Financial Aid offices before it is finalized.

Once the withdrawal has been fully approved and processed, you will receive a notification in WorkDay.