Benefits: Faculty Personal Leave/COVID-19  
Audience: Eligible Faculty

Overview
The process outlined below outlines the steps required for eligible faculty to submit a request for personal leave related to the COVID-19 pandemic.

Submitting a Personal Leave Request

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| 1    | **Log in to Workday:**  
1. Select the Workday Login icon found on the HR Service Center website at [https://www.cmu.edu/hr/service-center/hr-systems.html](https://www.cmu.edu/hr/service-center/hr-systems.html).  
2. The Web Login page displays. Enter your Andrew ID and password and select Login.  
3. Complete DUO authentication – choose an option:  
   a. DUO Push (smart phone or tablet): click **Send Me a Push**  
   b. Passcode (one-time code via DUO mobile app or DUO hardware token): click **Enter a Passcode**  
4. Use your device or hardware token to complete the authentication: |
| 2    | From your Workday homepage, select the **Create Request** under the Application for Faculty Personal Leave announcement on the left side of the Workday homepage. |
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| 3    | A form will appear. Complete all of the fields on the form:  
  - Name  
  - Department  
  - Select Faculty Rank and Track  
    - Teaching-Track  
    - Research-Track  
    - Librarian-Track  
    - Tenure-Track, without Tenure  
    - Tenure-Track, with Tenure  
  - Select Length of Leave  
    - Full Semester of 2020 (8/31/2020 – 12/31/2020)  
    - Spring Semester of 2021 (1/1/2021 – 5/31/2021)  
    - Other (please specify)  
  - Are you working any active approved projects?  
    - Yes  
    - No  
  - Type of Leave  
    - Faculty Unpaid Personal Leave (COVID-19) – Unpaid but Retain Benefits  
    - Faculty Paid Personal Leave (COVID-19) – Partial Pay and Benefits Retained  
  - Please provide a brief statement about why you require a personal leave of absence.  

Please note: All fields are required. |
| 4    | Add an attachment if applicable. |
| 5    | To submit the form, select **Submit**. When the form is successfully submitted, a “You have submitted” screen displays. Note that the form will not submit if any of the fields are empty. |
| 6    | The office of the Vice Provost for Faculty will notify you regarding the status of your request. |