

Benefits: Faculty Personal Leave/COVID-19

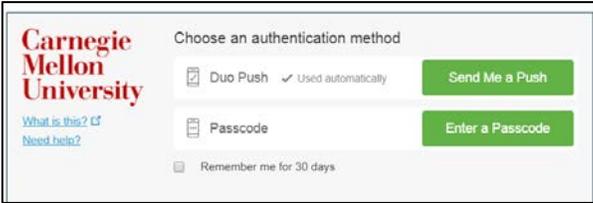
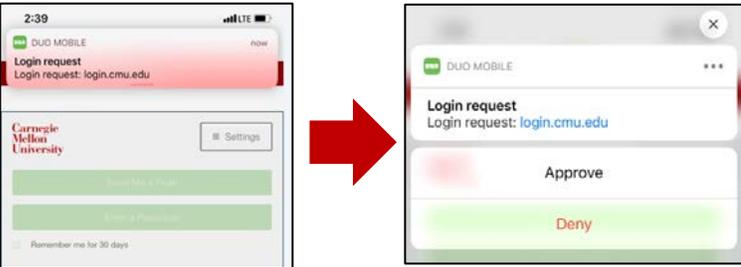
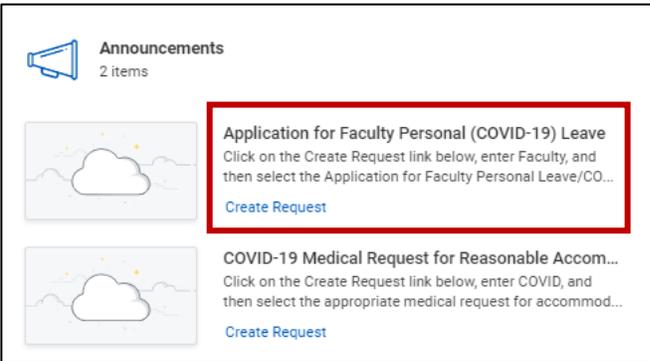
Audience: Eligible Faculty



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.

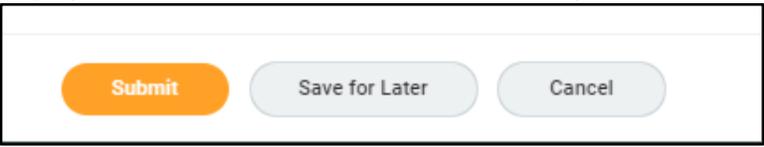
Submitting a Personal Leave Request

Step	Details
1	<p>Log in to Workday:</p> <ol style="list-style-type: none">1. Select the Workday Login icon found on the HR Service Center website at 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.  <ol style="list-style-type: none">3. Complete DUO authentication – choose an option:<ol style="list-style-type: none">a. DUO Push (smart phone or tablet): click Send Me a Pushb. Passcode (one-time code via DUO mobile app or DUO hardware token): click Enter a Passcode4. Use your device or hardware token to complete the authentication:  
2	<p>From your Workday homepage, select the Create Request under the Application for Faculty Personal Leave announcement on the left side of the Workday homepage.</p> 

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Step	Details
3	<p>A form will appear. Complete all of the fields on the form:</p> <ul style="list-style-type: none">• Name• Department• Select Faculty Rank and Track<ul style="list-style-type: none">○ Teaching-Track○ Research-Track○ Librarian-Track○ Tenure-Track, without Tenure○ Tenure-Track, with Tenure• Select Length of Leave<ul style="list-style-type: none">○ Full Semester of 2020 (8/31/2020 – 12/31/2020)○ Spring Semester of 2021 (1/1/2021 – 5/31/2021)○ Academic Year 2020 – 2021 (8/31/2020 – 5/31/2021)○ Other (please specify)• Are you working any active approved projects?<ul style="list-style-type: none">○ Yes○ No• Type of Leave<ul style="list-style-type: none">○ 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. <p>Please note: All fields are required.</p>
4	Add an attachment if applicable.
5	<p>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.</p>  <p>The image shows a screenshot of a form submission interface. It features three buttons: a prominent orange 'Submit' button, a light blue 'Save for Later' button, and a light grey 'Cancel' button.</p>
6	The office of the Vice Provost for Faculty will notify you regarding the status of your request.