

# Personal Leave



## REQUEST APPROVAL

- **Eligibility:** Speak with your manager about eligibility requirements. You can also see the Employee Handbook for information and how to submit a request.

## Personal leave

- Up to 90 days in a 12-month period
- Personal leave requires approval from your manager, your business unit, and People & Purpose.
- You will not be paid.
- Your job is not protected.

## Extended personal leave

- Up to 365 days
- Requires approval from your manager, your organization's SVP, and Workday's chief people officer.
- You will not be paid.
- Your job is not protected.

MONTHS

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## Your benefits

- **Benefits that *continue*:** Your health and voluntary benefits will continue during your leave. When you return to work, you'll repay any missed contributions through double payroll deductions until the amounts are repaid.
- **Benefits that *stop*:** Payroll contributions to your HSA and/or FSAs will stop during your leave, but you can continue to use your HSA and FSA. In addition, any voluntary benefit coverage stops while on an extended personal leave.
- Deductions for your 401(k) and ESPP contributions generally stop, but they will be made from any eligible earnings you receive from Workday (e.g., bonus or commission). You can update your 401(k) contribution amounts through [Fidelity](#) and waive ESPP deductions through Workday to stop those deductions from occurring during your leave.