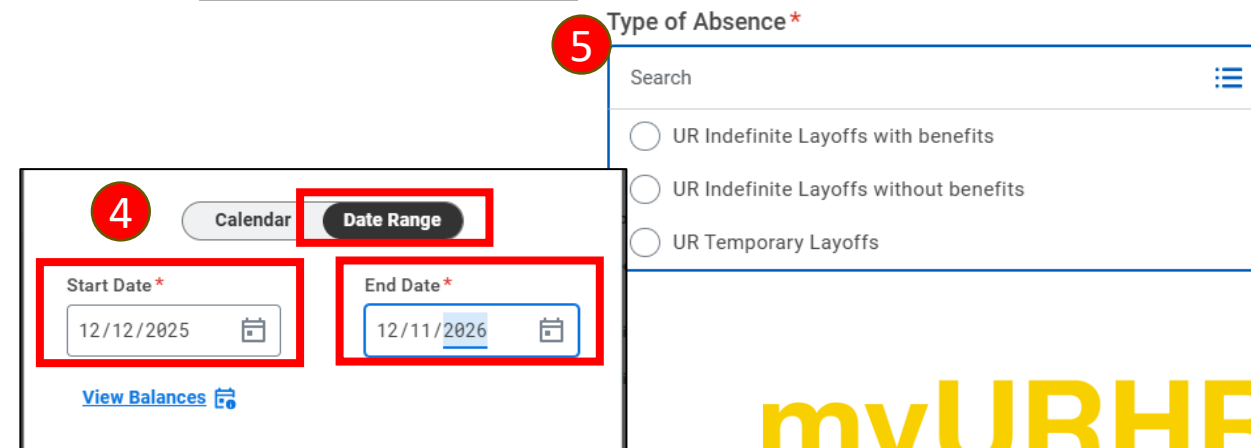
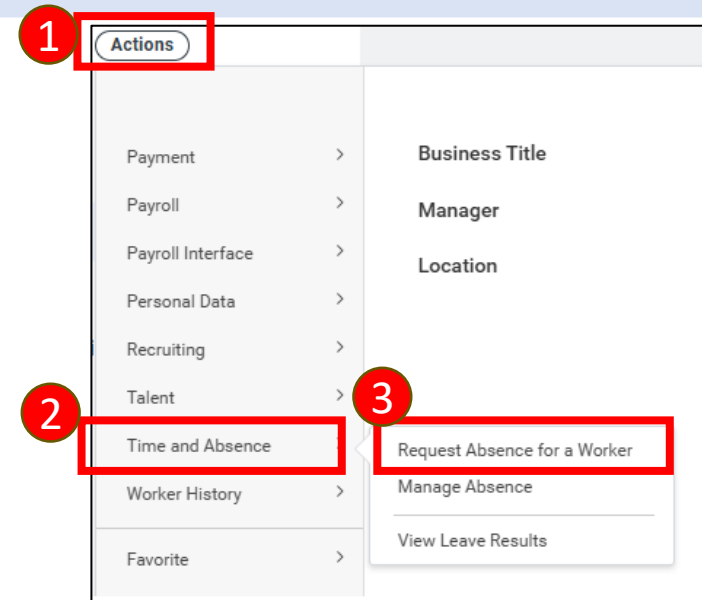


Place Staff on Layoff or Return from Layoff

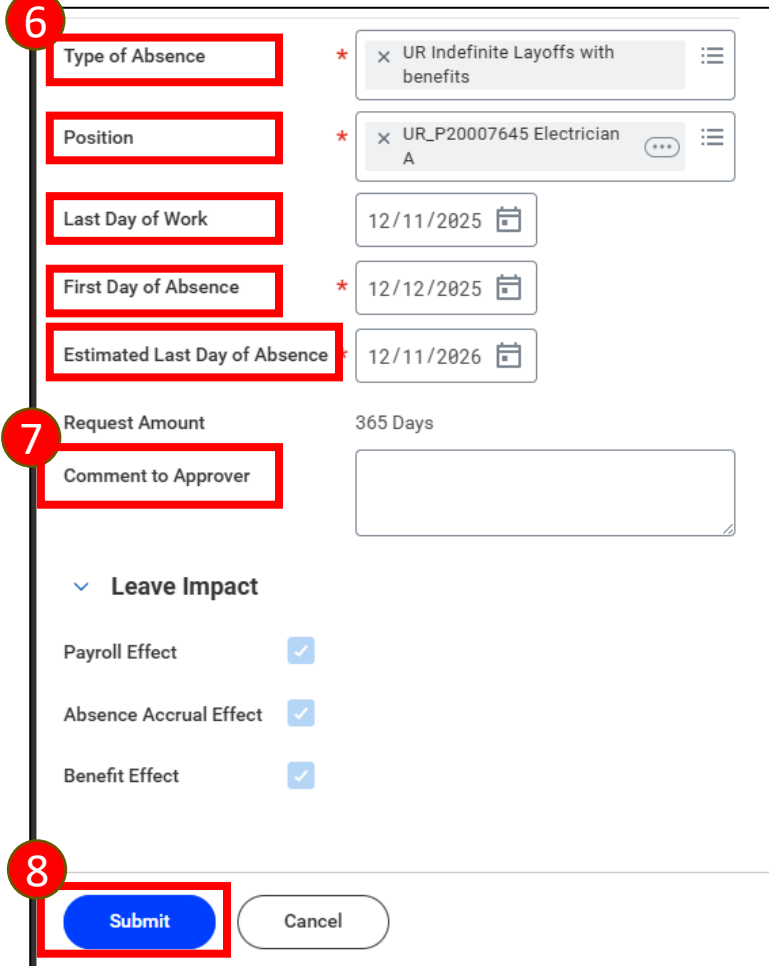
In Workday, qualified staff members may be placed on temporary or indefinite layoff or returned from layoff. Layoff is a type of leave. Department Coordinators or HR Business Partners can initiate the Leave/Layoff request. Note: layoff must be approved by HR Business Partner and is only available to staff members, see layoff policy 354 <https://wd5-impl.workday.com/rochester/d/home.html>

1. From the employee's profile page, select **Actions**
2. Select **Time and Absence**
3. Select **Request Absence for Worker**
4. Select **Date Range** and enter the **start and end date of the layoff**
(**Note:** end date should not exceed 1 year
 - (ex: 12/12/2025 layoff, end of layoff is 12/11/2026).
 - Clarify that the first day of layoff is the day after the last day worked. Time frame is 364 days.
5. Choose the appropriate layoff type (check with HR BP if there are questions)
 1. **Indefinite layoff with benefits** – To be used for a period of layoff lasting greater than 4 months. Must have 2 or more years of service.
 2. **Indefinite layoff without benefits** – To be used for a period of layoff lasting greater than 4 months, only when the staff member has less than 2 years of service.
 3. **Temporary Layoff**- To be used for a period of layoff lasting up to 4 months



Place Staff on Layoff or Return from Layoff

6. Confirm the type of absence, position, last day of work, first day of absence, and last day of absence
7. In the **comment** box, indicate the Notification Letter is on file with HRBP.
8. Select **Submit**
9. **HR Business Partner** will approve the layoff next
10. There will be a benefit step for the employee to complete to confirm their benefit election



6

Type of Absence * x UR Indefinite Layoffs with benefits

Position * x UR_P20007645 Electricician A

Last Day of Work 12/11/2025

First Day of Absence * 12/12/2025

Estimated Last Day of Absence 12/11/2026

7

Request Amount 365 Days

Comment to Approver

8

Submit Cancel

Leave Impact

Payroll Effect

Absence Accrual Effect

Benefit Effect

Place Staff on Layoff or Return from Layoff

Return worker from layoff (typically, this is done for temporary layoff status)

1. From the employee's profile page, select **Actions**
2. Select **Time and Absence**
3. Select **Return Worker from Leave**
4. Confirm the worker and the position Select **OK**
5. Note first day back, then actual last day of absence (layoff)
(ex: 12/12/2025 layoff, end of layoff is 12/11/2026).
6. Select **Submit**
7. Staff member will receive a benefit election step to confirm benefits

