



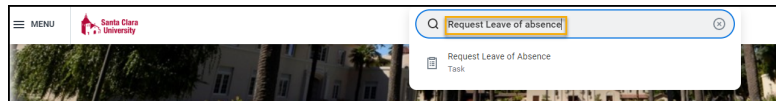
# Request Leave of Absence

## Overview

This quick reference guide will explain how to request a leave of absence from Santa Clara University. Once submitted, leave of absence requests will go through multiple approvals in Workday, through Student Affairs, the Program Director, Deans, and so on.

## Process

1. Enter **Request Leave of Absence** into the search bar at the top of the homepage and press enter.



2. Enter your **Leave Start Date** and select a **Leave of Absence Reason** (e.g., Family, Medical, Personal, etc.).  
The **Leave Start Date** is the date you're beginning the leave, and the **Return Date** needs to be in the term that you are planning to return. Note for undergraduate students: if you are leaving during a term, then a return the following term will need to be approved by Drahhmann Advising.

**Request Leave of Absence**

Academic Record \* [Redacted] - Leavey School of Business/Undergraduate () - 09/09/2022 - Active

Leave Start Date \* 02/28/2023 Falls Within Winter 2023 Quarter

Return Date \* 04/01/2023 Falls Within Spring 2023 Quarter

Leave of Absence Reason x Family

4. Click **OK**.

5. Review your request. If everything is correct. Click the **Confirm Leave of Absence** box. Click **Submit**.

**Request Leave of Absence** - Leavey School of Business/Undergraduate () - 09/09/2022 - Active

Confirmation 1 Item

Leave Start Date	Return Date	Leave of Absence Reason
02/28/2023	04/01/2023	Family

Course Summary 4 Items

Academic Period	Course	Grade	Grade Points	Units
Winter 2023 Quarter	ANTH 12A - Cultures and Ideas II	W	0.000	4
Winter 2023 Quarter	PSU 1 - Introduction to U.S. Politics	W	0.000	4
Winter 2023 Quarter	ANTH 1 - Introduction to Biological Anthropology		0.000	0
Spring 2023 Quarter	PSYC 1 - General Psychology I		0.000	4

Confirm Leave of Absence  **←**

enter your comment

6. Your request will now be routed to the appropriate users for review and approval.