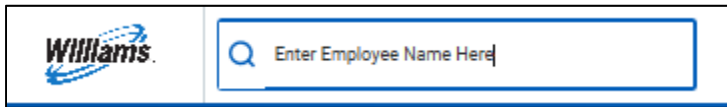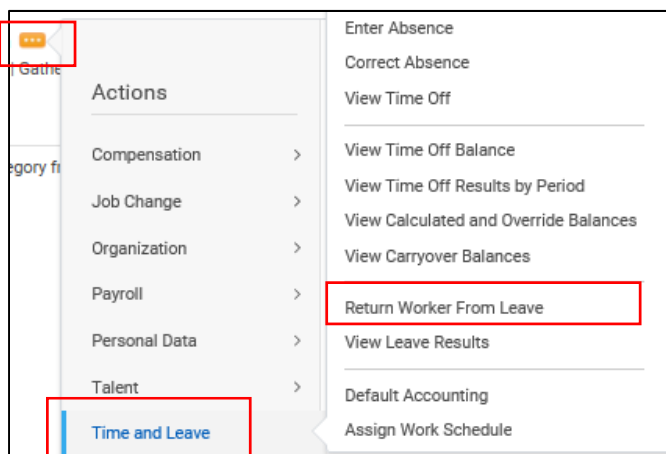## Return from Leave of Absence

As the manager, you have the ability to return workers from Education, Military, and Personal leave at the end of their leave of absence in Workday.
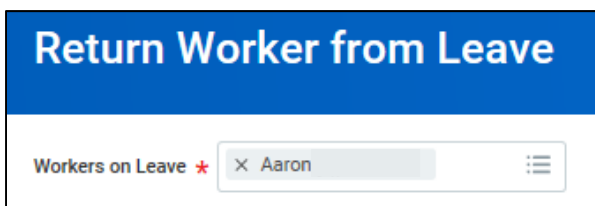
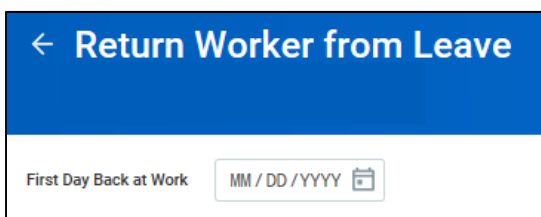1. To begin, search for the worker you'd like to return from leave.

2. From the search results, click **Related Actions**, then **Time and Leave**. Click **Return Worker from Leave**.
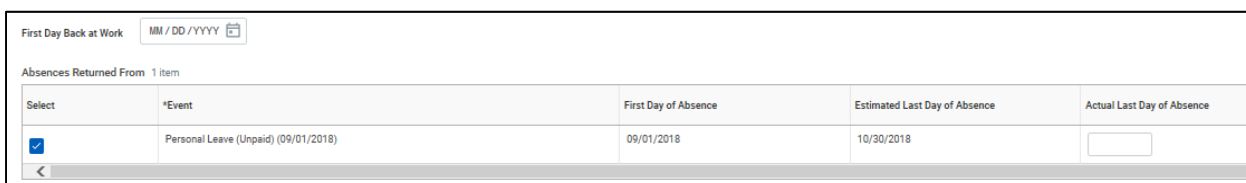

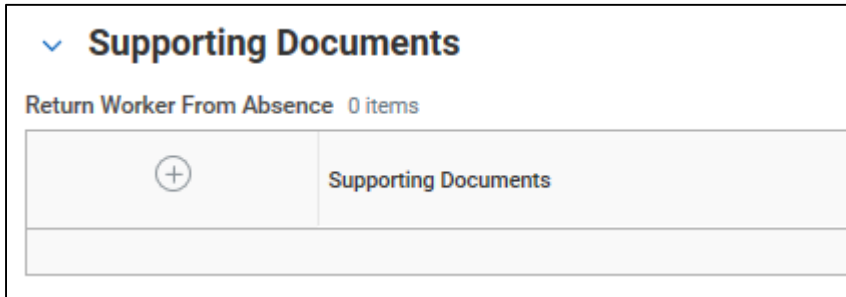3. Verify that you have the correct Worker, then click **OK** to continue.

4. Enter the **First Day Back at Work**.

5. Select the appropriate **Absence**, then enter the **Actual Last Day of Absence**.

First Day Back at Work	MM / DD /YYYY				
Absences Returned From 1 item					
Select	*Event		First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
☑	Personal Leave (Unpaid) (09/01/2018)		09/01/2018	10/30/2018	

6. Upload any relevant **Supporting Documents**.

7. Click **Submit**, then **Done** to complete the process.