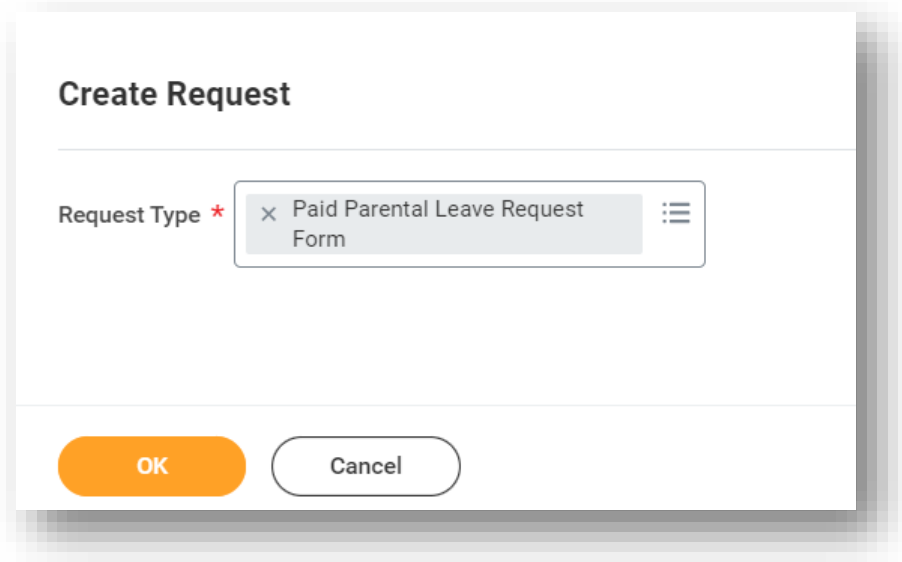

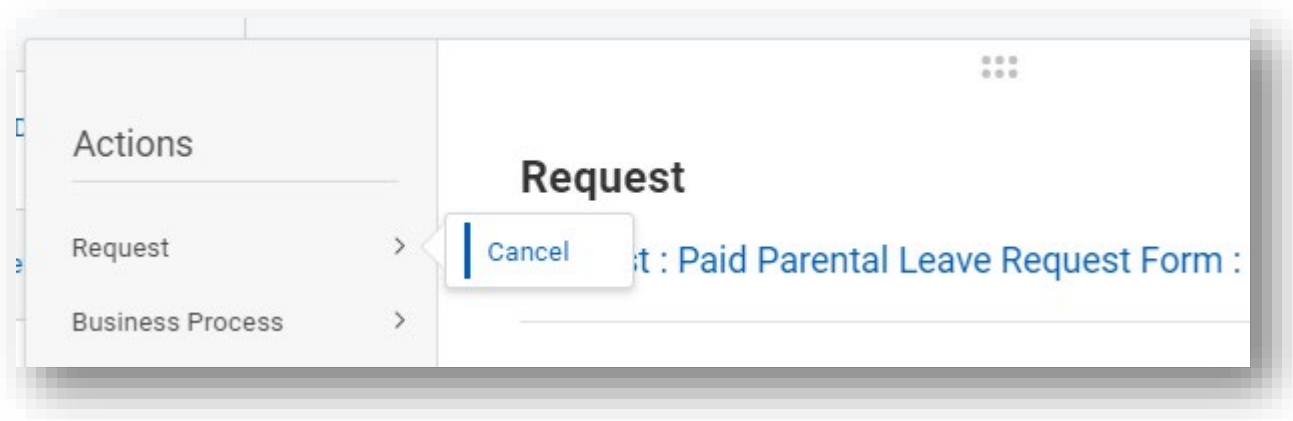


### Job Aid: Paid Parental Leave

1. Type Create Request in the search bar.
2. Click Create Request Task and search Paid Parental Leave Request Form in the drop down and click OK.



3. Complete the form by entering the requested information in the fields. When completed, click Submit.
4. When the request has been approved, you will receive a notification in Workday and via email.
5. To cancel a request, search FAU My Requests, click on the report. Find the request you'd like to cancel and click the twinkie icon (  ). Hover over Request and click Cancel.



For questions about the Paid Parental Leave process, please contact the Office of the Provost.