

Initiating Leave*

As an employee, you can request a **Personal Leave of Absence****, **Jury Duty**, and **Bereavement** leaves through Workday.

You will be required to attach relevant documentation for a Jury Duty Leave or Personal Leave of Absence to help the HR Operations Team process your Leave Request.

- Jury Duty Leave: Please attach your jury duty summons documentation.
- Personal Leave of Absence: Please attach your [Personal Leave of Absence Request Form](#) found via the PBS site

All other leave of absence requests such as Care Partner, Family and Medical Leave (FMLA), Military, Parental & Adoption, Short-Term Disability (STD), Long-Term Disability (LTD), and Witness and Victims of Crime are to be initiated by filing directly with [Otsuka's Leave & Disability Administrator](#).

Should you need to update your requested Personal Leave of Absence, Jury Duty, and Bereavement leaves for any reason, such as extending time away, please reach out to the [HR Operations Team](#) for support. For all other leaves of absence, please contact [Otsuka's Leave & Disability Administrator](#).

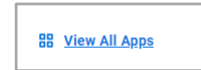
**For more information on Leaves of Absence, please refer to the [Otsuka Employee Handbook](#).*

*** Employees who are full-time and have completed one year of employment are eligible for a [Personal Leave of Absence](#).*

Instructions

From the Home page:

1. Click on **View All Apps**



2. Click on the **Time Off and Leave** application



3. Click **Request Leave of Absence**



4. Enter the First Day of Absence, Estimated Last Day of Absence, and Absence Type

Request Leave of Absence

For Jury Duty
Please attach your jury duty summons to your Jury Duty Leave of Absence request prior to submission.

For Personal Leave of Absence
For employees that have been with the organization for more than one-year, fill out and sign the Personal Leave of Absence Form [here](#). Once completed, attach the form to your Personal Leave of Absence request prior to submission.


Last Day of Work

First Day of Absence *

Estimated Last Day of Absence *

Type *

enter your comment



5. Review information and press **Submit**

Up Next:

*If requesting a **Personal Leave of Absence** – your leave will be reviewed and routed to your Manager, VP/Department Head, HRBP, and HR Operations Team for a determination. If approved or denied, you will receive a notification in Workday. If your request is sent back, then further action is required by you prior to resubmitting for review.*

*If requesting a **Jury Duty** or **Bereavement Leave** – your leave will be reviewed and routed to the HR Operations Team for a determination. If approved or denied, you will receive a notification in Workday. If your request is sent back, then further action is required by you prior to resubmitting for review.*

Returning from Leave

When your Personal Leave of Absence, Jury Duty, or Bereavement leave has completed, the HR Operations Team will contact you and your Manager to confirm your expected return to work date and verify that you have returned to work. Once confirmed, the HR Operations Team will process your Return to Work in Workday. For all other leaves, please contact [Otsuka's Leave & Disability Administrator](#) to confirm your expected return to work date and verify that you have returned to work.

If you are out on a leave of absence for your own serious medical condition (i.e. Short-Term Disability (STD) or Long-Term Disability (LTD) leave), you will be required to submit a doctor's note and/or [Release to Return to Work](#) form from your treating healthcare provider to the [HR Operations Team](#). Failure to provide required documentation will result in you remaining in an 'On Leave' status in Workday and may prevent you from accessing necessary Otsuka systems.