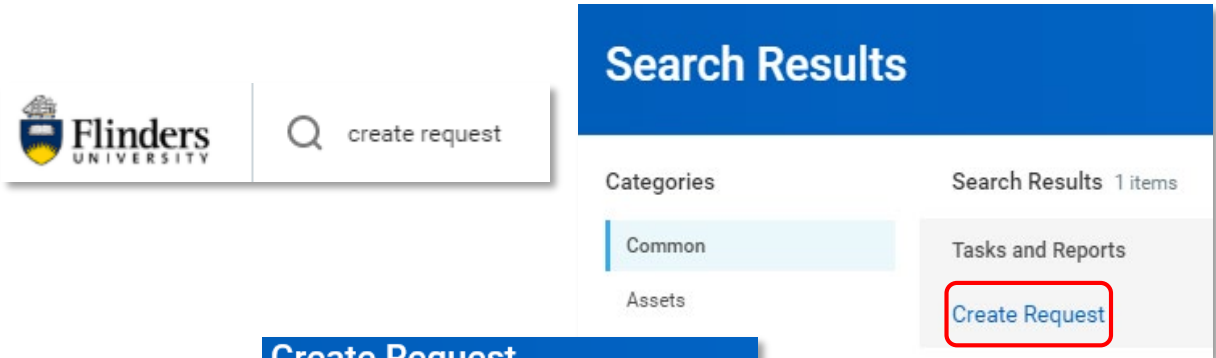Search for *Create Request* on the search bar and select *Create Request.*

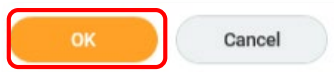**Search Results**

Categories	Search Results 1 items
Common	Tasks and Reports
Assets	Create Request

Create Request

Click into the *Request Type* and select *All.*

Request Type ★

- All
- Request Types by Workday Object
- Request Types without Workday Objects
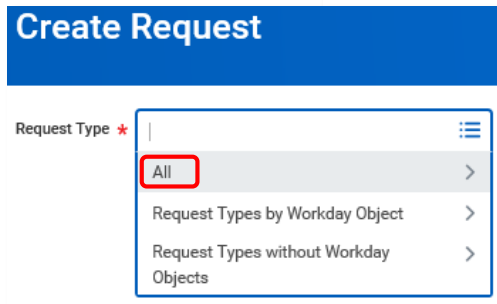
Select *Application for Parental Leave*

Request Type ★ search

← All

- Application for Cash Payment of E...
- A... E...

Request Type ★

× Application for Parental Leave

- Application for Parental Leave
- Application for Return from Parental Leave - Employee
- Request for Recognition of Prior Leave Service

Select *OK*.

OK   Cancel
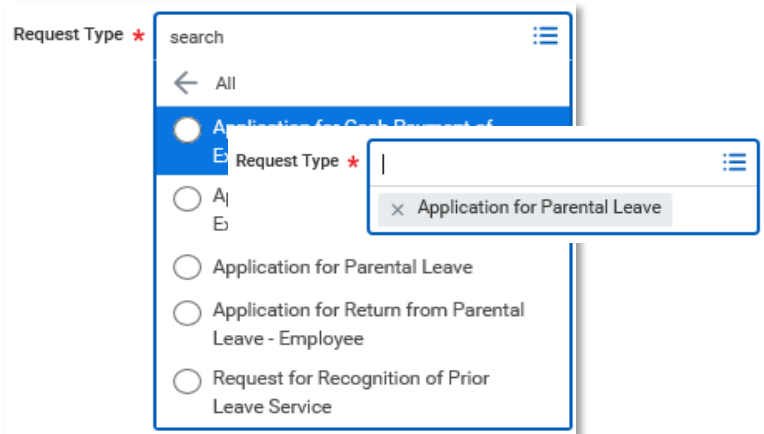
Complete the application for Parental Leave as it applies to you, attach any relevant documentation, select *Submit*

Submit   Save for Later   Cancel