U Learn delivers learning content the way you want to learn

Multco Align will touch *every county employee* so we are offering learning & training opportunities to suit every learning preference. We are organizing these options into the following three tiers:

MULTCO Align

Tier 1

Functional Teams
For teams whose daily work involves using the new software

Tier 2

Managers & Supervisors
For those with staff reporting to them

Tier 3

All employees
For everyone

Learning opportunities that will be available for each learning tier to support Multco Align:

⬤⬤⬤ *Roadshows & Learning Labs*
⬤⬤⬤ *Screencasts*
⬤⬤⬤ *Use Cases & Business Process Maps*
⬤⬤⬤ *Quick Reference Guides*
⬤⬤⬤ *Learning Resource Pages*
⬤⬤ *Tech Learning Leaders' Assistance*
⬤ *Manager Learning Forums*
⬤ *Functional Learning Forums*
⬤ *User Acceptance Testing*
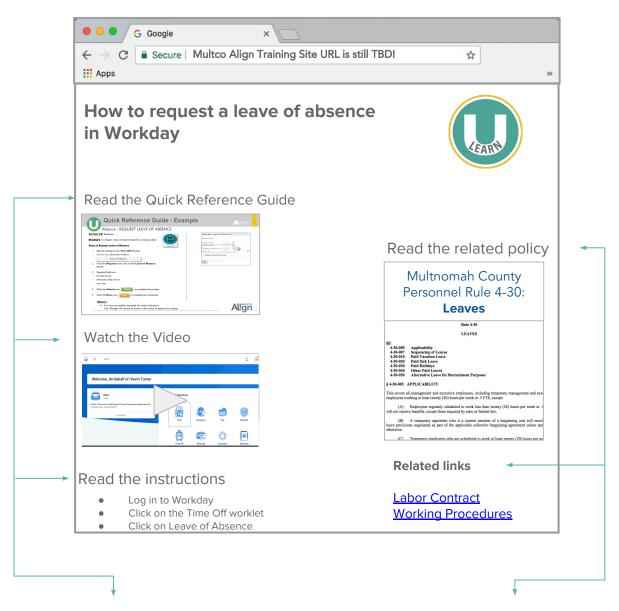
2018

May	Online Learning Site Launched
May	Manager and Employee Roadshows
June	Roadshows; Manager Functional Learning Forums Begin
July/Aug	Go Live July 1 & Manager Functional Learning Forums

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The **U Learn** Multco Align site will be your hub for learning how to use our new software. Here is an **example** of what our **Learning Resource Pages (LRP) in Commons** will look like:

G Google

Secure | Multco Align Training Site URL is still TBD!

Apps

How to request a leave of absence in Workday

Read the Quick Reference Guide

Quick Reference Guide - Example

Absence - REQUEST LEAVE OF ABSENCE

INITIATOR: Employee

REASON: To request a leave of absence based on company policy

Steps to Request Leave of Absence

1. Start by clicking on the **Time Off** Worklet.
   - Alternate: You request form of absence
     Leave of Absence
2. From the **Request** menu, click on the **Leave of Absence** button
3. Required fields are:
   - First Day of Leave
   - Estimated Last Day of Leave
   - Leave Type
4. Click the **Submit** icon to complete the process
5. Click the **Done** icon to complete the transaction

RESULT
   - You have successfully requested for a leave of absence.
   - Your Manager will receive an action in their Inbox to approve the request

Watch the Video

Welcome, On behalf of: Kevin Turner

Read the instructions
- Log in to Workday
- Click on the Time Off worklet
- Click on Leave of Absence

Read the related policy

Multnomah County Personnel Rule 4-30: **Leaves**

Rule 4-30

LEAVES

§§:
4-30-005   Applicability
4-30-007   Sequencing of Leaves
4-30-010   Paid Vacation Leave
4-30-020   Paid Sick Leave
4-30-030   Paid Holidays
4-30-040   Other Paid Leaves
4-30-050   Alternative Leave for Recruitment Purposes

§ 4-30-005   APPLICABILITY

This covers all management and executive employees, including temporary management and exec employees working at least twenty (20) hours per week or .5 FTE, except:

(A)   Employees regularly scheduled to work less than twenty (20) hours per week or .5 will not receive benefits, except those required by state or federal law.

(B)   A temporary appointee who is a current member of a bargaining unit will receiv leave provisions negotiated as part of the applicable collective bargaining agreement unless spe otherwise.

(C)   Temporary employees who are scheduled to work at least twenty (20) hours per w

Related links

Labor Contract
Working Procedures

You'll have a choice of learning tools on each Learning Resource Page

Related HR information will be linked on LRPs so that you can ensure you are compliant with County policies