

Leave of Absence (US)

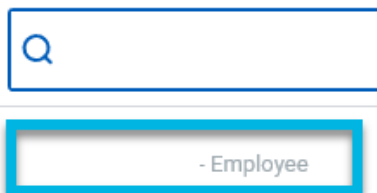
Overview

Place employee on leave of absence and return employee from a leave of absence.

Who Does This: HRBP

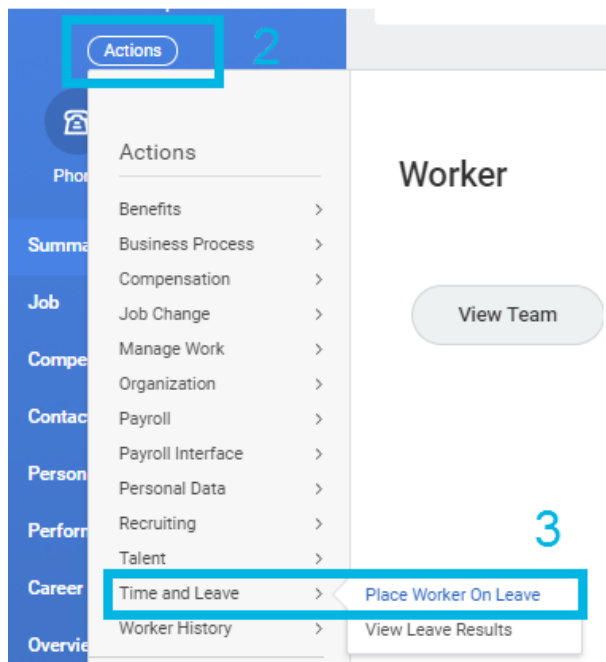
Things to Know:

- When placing an employee on a Leave of Absence, you will need to input the employee's last day worked, first day of absence and the employee's estimated last day of absence.
- When returning an employee from a Leave of Absence, you will need to input the employee's first day back at work and employee's actual last day of absence.
- Each Leave transaction will route to the Leaves Partner for approval.



Step 1

Type the name of the employee name who will be going out on a leave of absence and **Select Employee**.



Step 2

Click on **Actions**.


Step 3


Hover over **Time and Leave**, then select **Place Worker on Leave**.





Step 4

Use the calendar icon  to select the Last Day of Work and the First Day of Absence.

Last Day of Work 


First Day of Absence * 

Estimated Last Day of Absence *  **5**

Type *  **6**


- Leave of Absence >
- Paid Leave of Absence >

> **Supporting Documents**


 enter your comment

7

Step 5

Use the calendar icon  to select the Estimated Last Day of Absence.

Step 6

Use the list icon  to select the Leave Type from either the Leave of Absence or Paid Leave of Absence list.

Step 7

Click **Submit**. The Leave transaction will route to the Leaves Partner for approval.

You have submitted
Absence Request: (On Leave)

Up Next	Do Another
Absence Partner	Place Worker
Review Leave of Absence	Request Information
Due Date 12/10/2017	

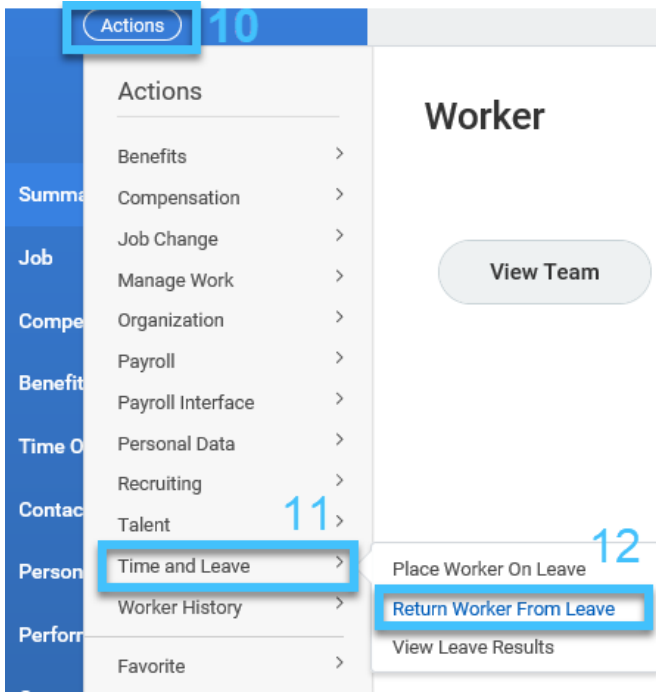
> **Details and Process**

Step 8

Click **Done**.

Step 9

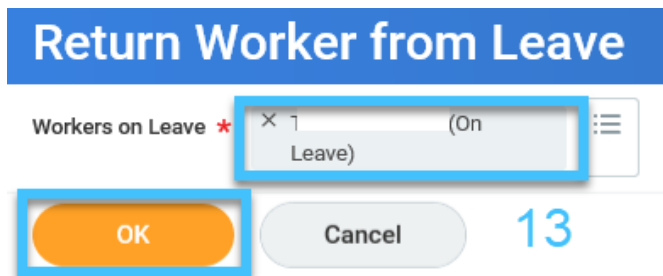
Return worker from Leave by typing the name of the employee name who will be going out on a leave of absence and **Select Employee**.



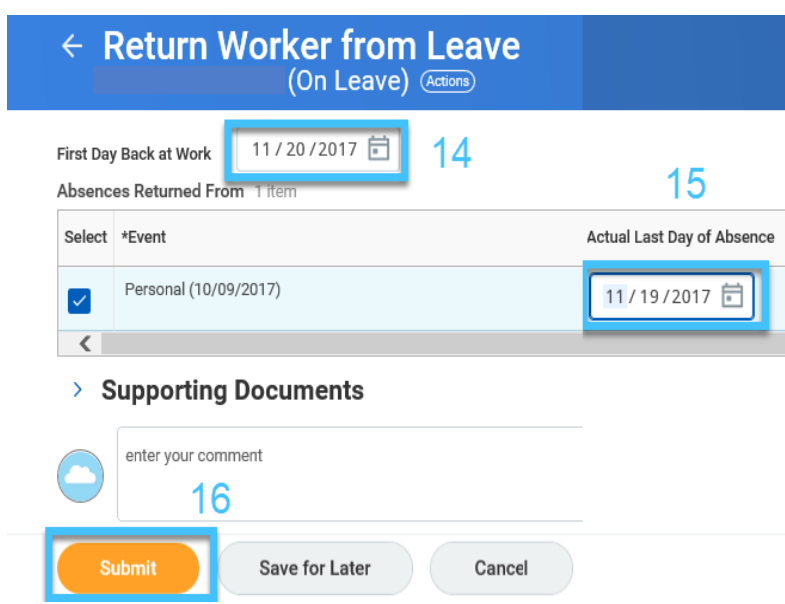
Step 10
Click on **Actions**.

Step 11
Hover over **Time and Leave**


Step 12
Select **Return Worker from Leave**.



Step 13
Type in the name of the employee who will be returning from Leave and **Select OK**.



Step 14
Use the calendar icon  to select the First Day Back to Work.

Step 15
Use the calendar icon  to select the Actual Last Day of Absence.

Step 16
Select Submit. The Leave transaction will route to the Leaves Partner for approval.

FAQ's

What Leave of Absence types will I choose from?

The following Leave of Absence types will be available for you to choose from:

Unpaid Leave of Absence options:

- California Pregnancy Leave Act
- FMLA – Unpaid
- Health Reasons
- Massachusetts Parental Leave
- Military Service
- Personal
- Work Comp Not Paid
- Work Comp Not Paid – FMLA

Paid Leave of Absence options:

- CA SDI & FMLA
- CA SDI Family Leave
- FMLA
- LTD with Pay
- Medical