STATEWIDE PERSONNEL SYSTEM

Place a Worker on Leave
(For Leave Types with No 7-Day Increment Leave Duration Requirement)

March 2024

Table of Contents

Process Overview 3
Special Instructions for Leave Types 4
Other Notes 6
Before you begin 6
Procedure: Place a Worker on Leave (No 7-Day Increment Requirement) 7
Procedure: Review Compensation - Enter Military Administrative Leave Allowance 10

Place Worker on Leave Process: For Leave Types with No 7-Day Increment Requirement

Process Overview

The Place a Worker on Leave process is used to place an employee on a leave of absence (LOA) in Workday. This guide provides instructions on how to place a worker on leave for leave types that DO NOT require you to enter the employee's leave duration in 7-day increments (e.g., 7 days, 14 days, 21 days, etc.)

The Workday leave types that do not require the entry of 7-day increment leave durations are listed is below.

Paid Leave Types	Unpaid Leave Types
Accident	Military Administrative
Accident with Sick Pay	Suspension
Leave Bank	Temporary Total Disability
FMLA Intermittent Approval Range	

A summary of steps in the process including the roles that perform the tasks and a description of the tasks are listed below.

#	Process Steps	Role	Description
1	**Initiate the Leave of Absence Process**	HR Coordinator	Place the employee on a leave of absence (LOA). Enter details.
2	**Agency Approvals** **NOTE**: Approval routing is based on the type of leave entered when initiating the business process.	HR Partner	HR Director or designated user approval.
		Appointing Authority Partner	Appointing Authority approval. **Note:** The Appointing Authority Partner approves the following types of LOA events ONLY: Medical, Personal, Suspension, Disaster Service, and Organ Donation, and Bone marrow Donation.
3	**My Tasks Box: Review Compensation**	HR Coordinator	Enter the bi-weekly allowance (pay difference) to be paid to the employee on Military Administrative leave of absence.
4	**My Tasks Box: Change Benefit Elections (External Task)**	Agency Benefits Coordinator Central Benefits Partner	If the employee does not have enough leave to cover the leave period and must go on unpaid leave, the Agency or DBM updates the employee's benefits plans as needed.
5	**My Tasks Box: Assign Roles to Worker**	HR Administrator	If the employee has a role assignment, determine if the employee's tasks in Workday should be performed by another employee with a similar role assignment.
6	**My Tasks Box: Manage Business Processes for Worker**	HR Coordinator HR Partner Manager	If the employee has pending tasks assigned, determine if they should be cancelled or assigned to another employee.

Special Instructions for Leave Types

Certain leave types require additional steps to properly complete the LOA process for an employee. The table below lists the leave types and describes actions to be taken by HR staff.

Leave Type	Notes
FMLA Intermittent Approval Range	Actions: 1. HR Coordinator / HR Partner a. The HRC places the employee on intermittent leave using the LOA process and enters the approved date range for the intermittent FMLA leave of absence. It is then approved. b. The HRC should then communicate with the employee's Timekeeper or Manager to ensure that the correct time off code is used on the timesheet for intermittent leave. 2. **Employee / Manager / Timekeeper:** Then, the employee, employee's manager, or the Agency timekeeper will enter intermittent leave on the timesheet using the appropriate FMLA time off code. Result: 1. The FMLA leave "buckets" will be decremented based on the intermittent time off taken and entered on the employee's timesheet. **NOTE:** An employee can be on more than one type of intermittent leave that are concurrent or overlapping in Workday. As the leave is taken, the hours will decrement from the respective leave "bucket". **For example:** An employee can take approved intermittent leave for themselves from 2/15 – 6/15 and can also take intermittent FMLA leave to care of a family member from 1/1 – 3/1. The leave hours will decrement for both events from the FMLA "bucket".

Military Administrative	Actions: 1. **HR Coordinator / HR Partner:** a. The HRC places the employee on Military Administrative leave and enters appropriate date ranges using the LOA process. b. After approvals, the HRC will have to enter an allowance in Workday for the difference in bi-weekly pay between the employee's State salary and the Military pay. Result: 1. The FMLA leave "buckets" will be decremented based on the time codes used on the employee's timesheet. 2. The employee will receive a bi-weekly allowance while on leave for the amount entered on using the Request Compensation Change event. **NOTE:** Refer to the Review Compensation for Military Differential Job Aid in this user guide.

Other Notes:

- Maintain Compressed/Modified Schedule. The HRC must indicate whether an employee is on a compressed/modified schedule to properly calculate the usage for the leave type (i.e., FMLA, Organ Donation, etc.).
- Record Approved Leave Dates: The dates that the employee's leave was approved should be recorded in the "Comment" section when the employee is placed on a Leave of Absence in Workday.
- Avoid Double Deductions. Communications with managers or Timekeepers is necessary to avoid double deductions of entitlement buckets (e.g., FMLA). While the employee is on a LOA in Workday, the HRC must communicate to the manager or Timekeeper to not enter Time Off codes on the timesheet. Doing so will double the amount of leave Workday will deduct from the employee's leave balances.
- Managing Insufficient Leave Balances: When you are entering an FMLA leave event and the employee will run out of paid leave during the absence, you must place the worker on leave two times – for the paid leave and the unpaid leave. For example:

    1. In the first LOA event, enter the duration that will be PAID and select a Paid FMLA Leave Type.
    2. When that leave is over, return the worker from paid FMLA.
    3. Then, in the second LOA event, enter the duration that will be UNPAID and select an Unpaid FMLA Leave Type.

Before you begin…

You will need the following information to complete the process:

- Employee requesting the leave of absence
- Employee's leave balances
- Type of leave of absence
- Start Date of leave of absence
- Estimated end date of leave of absence

Procedure: Place a Worker on Leave (No 7-Day Increment Requirement)

Use this procedure to place an employee on a Leave of Absence (LOA) in Workday for the following types of leave:

Paid Leave	Unpaid Leave
Accident	Military Administrative
Accident with Sick Pay	Suspension
Leave Bank	Temporary Total Disability
FMLA Intermittent Approval Range	

NOTE: The correct entitlements "bucket" will be decremented by the leave dates entered when placing the employee on the LOA.

Procedure:

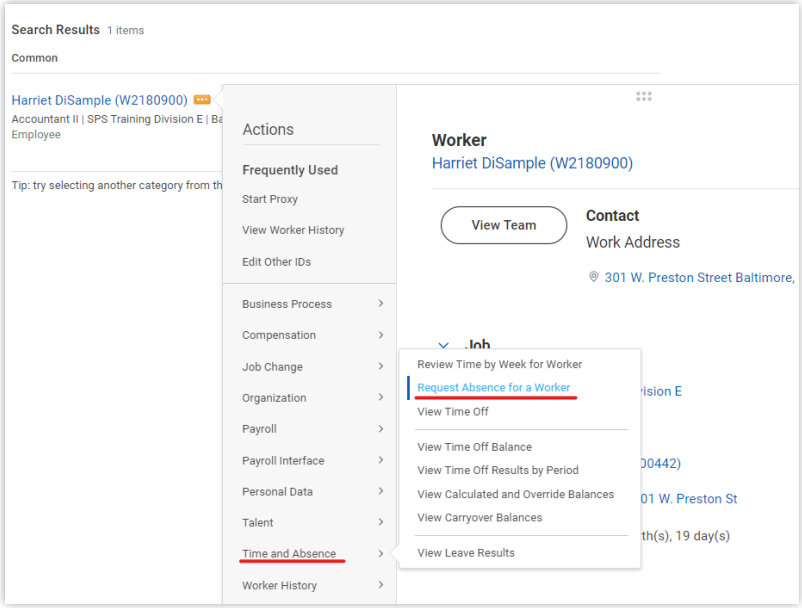
3. Search for the employee.

Tip: To find an employee…

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

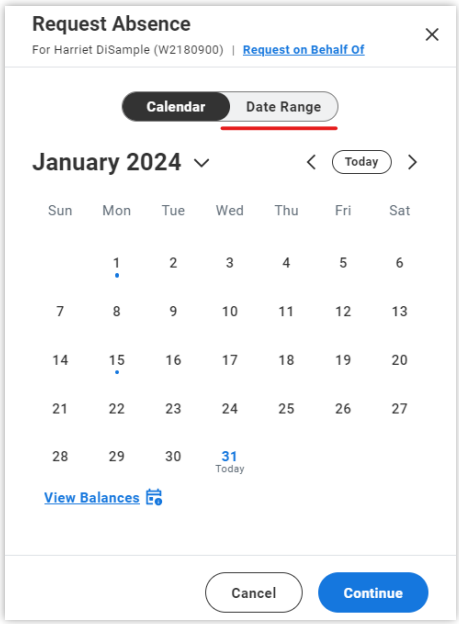
4. Click the Related Actions and Preview **icon** next to the employee's name.

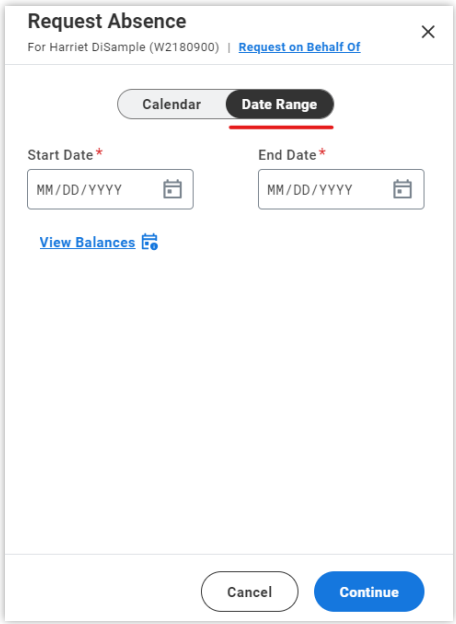
Search Results



5. In the menu, hover over Time and Absence and then click the Place Worker on Leave hyperlink.

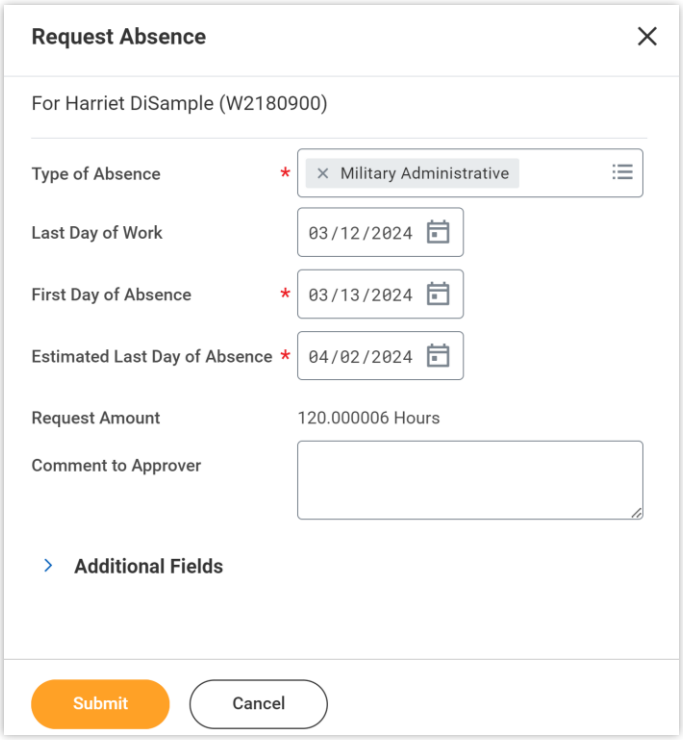
Request Absence





6. On the **Request Absence** screen, perform the following:
   - **Date Range:** Toggle to the Date Range option if Calendar is selected.
   - **Start Date:** Enter or select the employee's first day of leave.

     Note: The **End Date** is automatically populated to the same day as what was entered for the Start Date.
   - **End Date:** Enter or select the employee's last day of leave.
   - Click **Continue.**
   - **Type of Absence:** Enter or select the leave type. See additional notes for FMLA Intermittent Approval Range and Military Administrative at the end of this procedure.
   - Click **Continue.**



7. In the **Comment** field, enter the dates that the employee's leave was approved.

8. **Reason:** If the Leave Type selected is FMLA related, enter or select the reason for leave.

9. Click the **Submit** button**.**

Information: The Leave of Absence request will be routed to the HR Partner and/or Appointing Authority (depending on the Leave Type chosen) for approval.

The HR Coordinator may receive related tasks in your My Tasks box after the leave approval including:

- Review Compensation (if the leave entered is for Military Administrative Leave)
- Manage Business Processes for Worker

10. The System Task is complete.

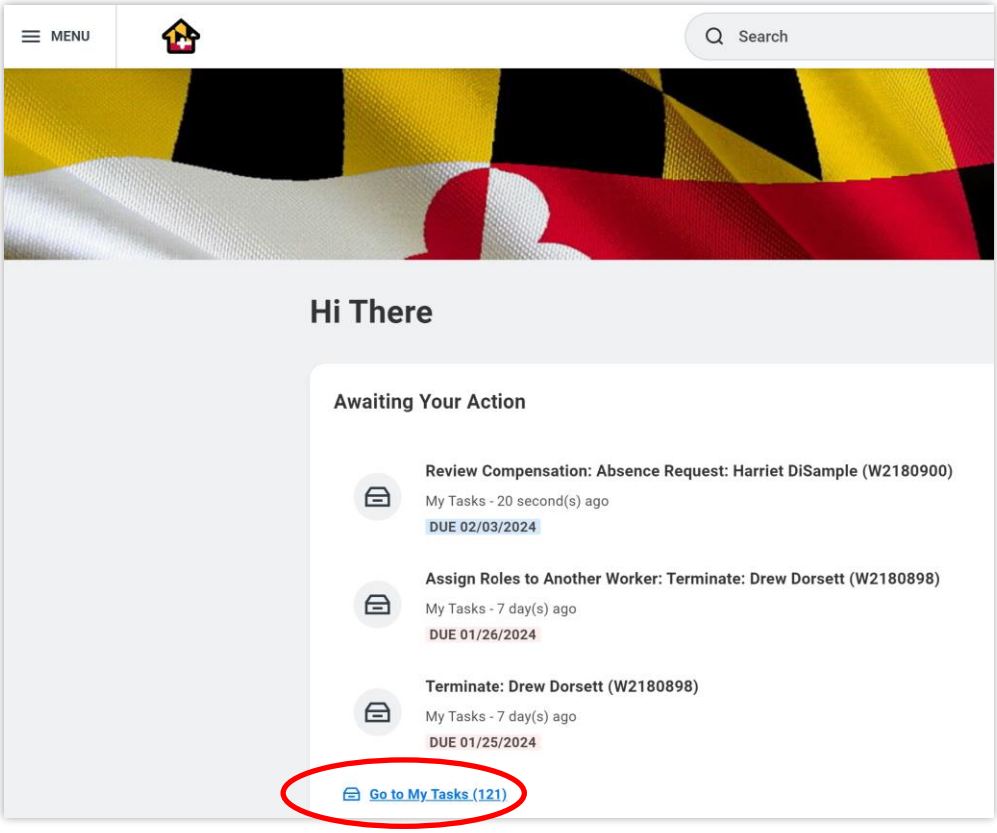
Procedure: Review Compensation - Enter Military Administrative Leave Allowance

Use this procedure to add an allowance for the **difference** in bi-weekly pay for employees on Military Administrative Leave. The military differential is the amount the State pays the employee bi-weekly is more than the amount that the military pays the employee bi-weekly.

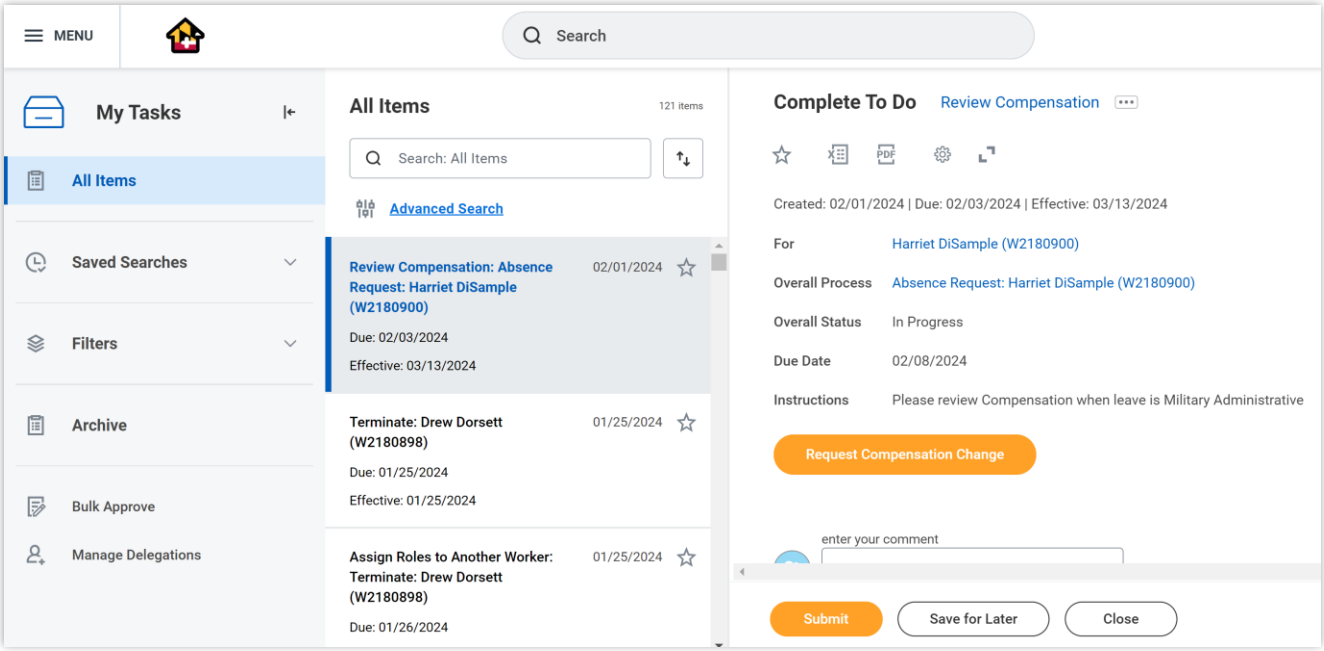
Note: This task is received in the HR Coordinator's My Tasks box when an employee has been placed on an approved Military Administrative Leave.

Procedure:

1. In the top right corner of the page, click the My Tasks box **icon.**



2. Click the **Go to My Tasks** hyperlink**.**



3. On the All Items tab, click the "Review Compensation: Absence Request" task for the employee that has been placed on Military Administrative leave.

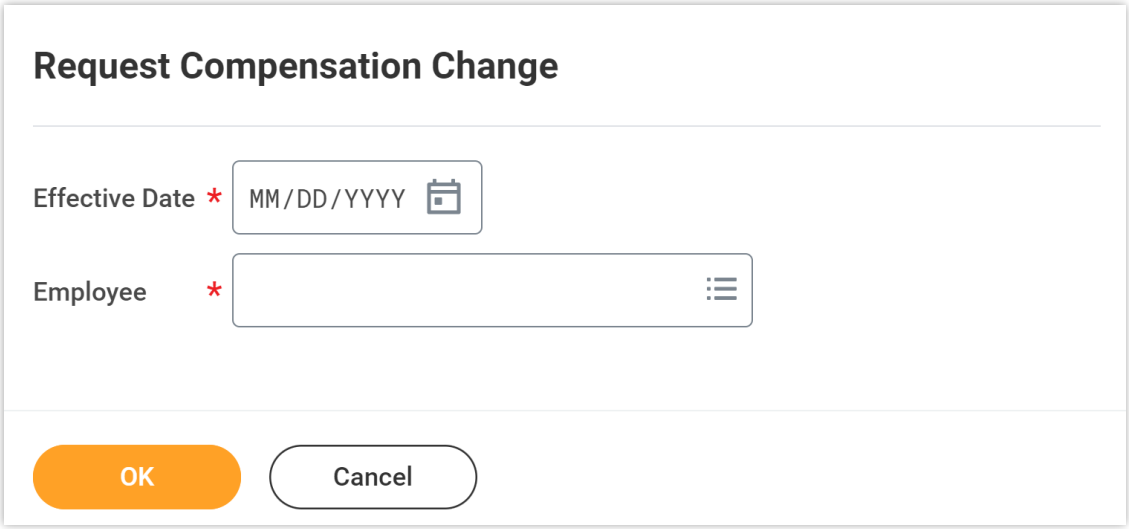
   Information: The task in your My Tasks box will be listed as “Review Compensation: Absence Request” followed by the name of the employee who is being placed on Military Administrative leave. Take note of the employee’s name and W-number to use later.

4. Do one of the following:

   a. If an employee’s State pay is less than military pay… Click **Submit** with no further actions. There’s no compensation owed to the employee.

   b. If employee’s State pay is greater than military pay, update the employee’s compensation with the difference in pay. Click the **Request Compensation Change** button and continue to the next step.

Request Compensation Change

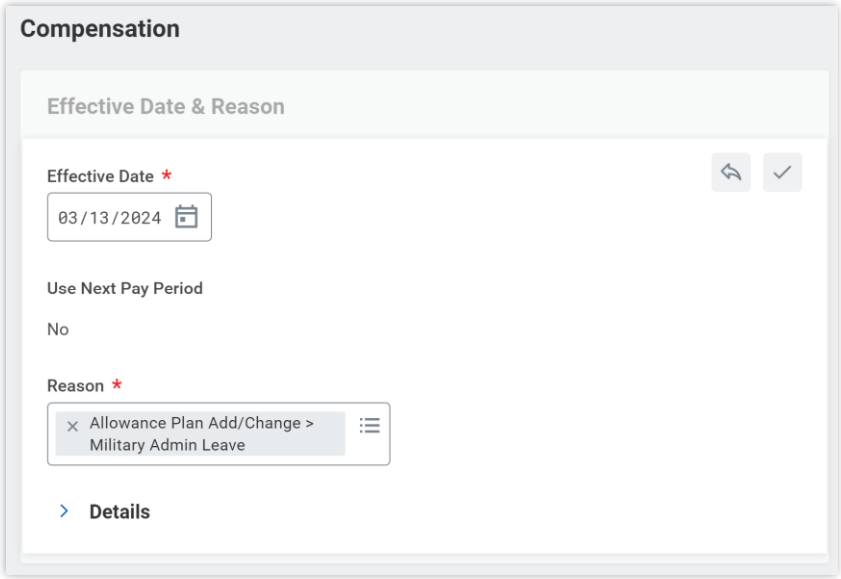


5. On the Request Compensation Change window, complete the following fields:

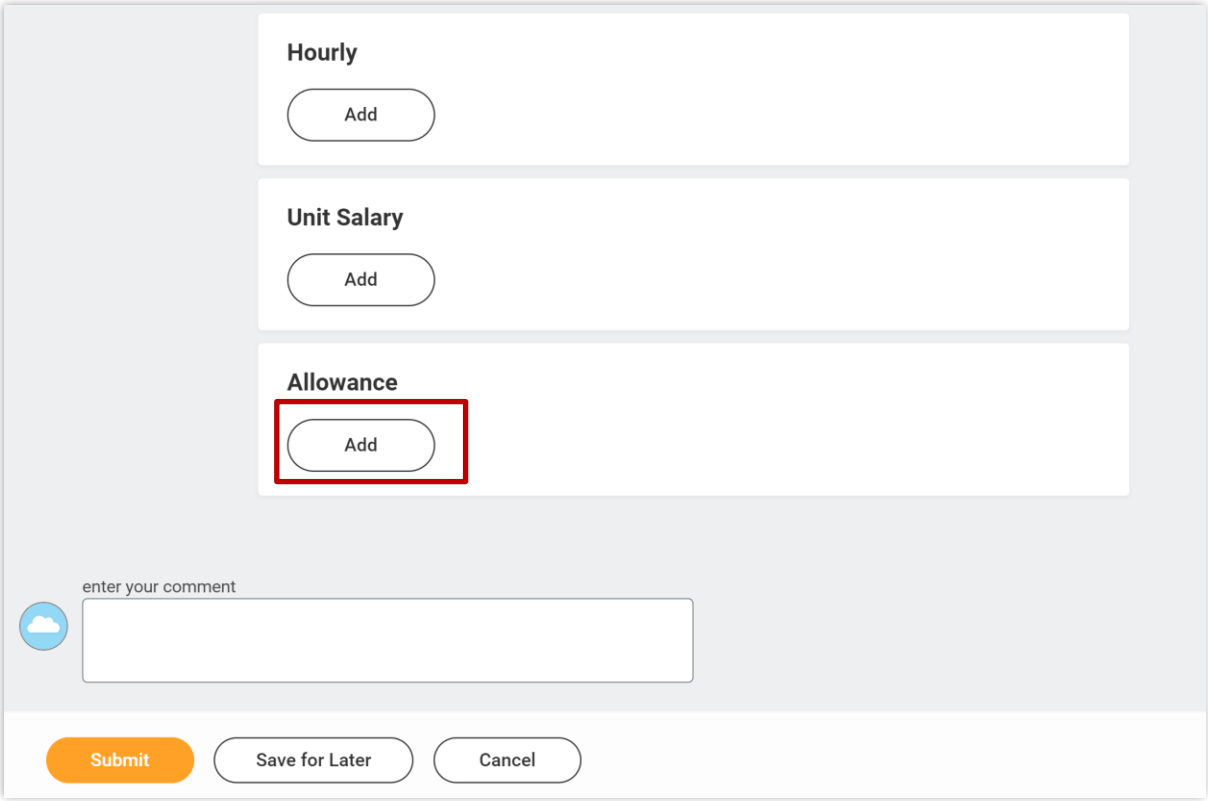
- **Effective Date:** Enter or select a date.
- **Employee:** Enter or select the name of the employee being placed on Military Administrative Leave.

6. Click the **OK** button.

7. Under Effective Date & Reason, input the applicable Reason, in this example **Allowance Plan > Military Admin Leave**.

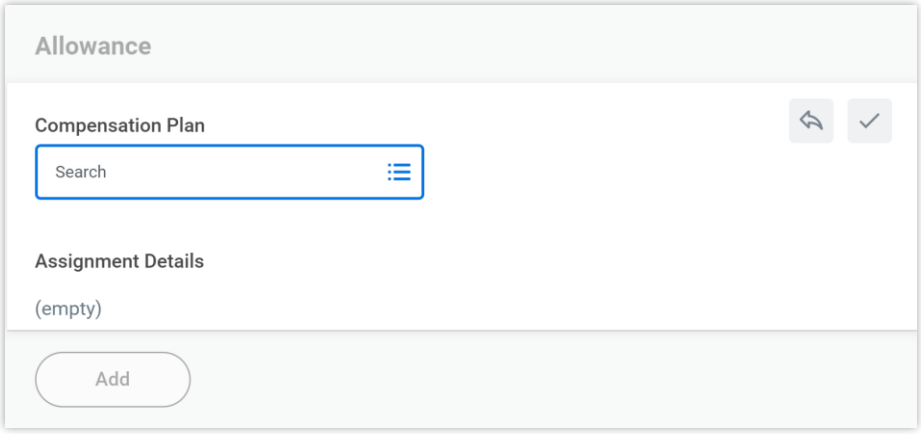


Request Compensation Change



8. In the Allowance section, click the **Add** button to add an allowance**.**

Request Compensation Change



9. Use the prompt to select the "Military Admin" Compensation Plan.

10. Enter the Amount.

Tip: The amount entered should equal the difference between the amount State of Maryland pays the employee bi-weekly and the amount the military pays the employee bi-weekly (if the amount that the State pays is higher).

11. Under Additional Details, enter the Expected End Date.

Information: The **DBM Payroll Consolidation Unit** must also override the appropriate leave (time off) accurals to only accrue based on the amount of compensation paid by the State.

12. Click the **Submit** button at the bottom of the page.

13. Navigate back to your My Tasks box and find the "Review Compensation: Absence Request" task for the employee.

14. Click the **Submit** button.

TIP: The compensation change will then be routed for approval. Monitor the **Worker History** for the employee to make sure that the Request Compensation event is complete.

15. The System Task is complete.