



STATEWIDE PERSONNEL
— S Y S T E M —

**Place a Worker on Leave
(For Leave Types with a 7-Day Increment
Leave Duration Requirement)**

Feb 2024



Title: Place Worker on Leave (7-Day Increment Requirement)
Role: HR Coordinator
Functional Area: Time Tracking

Table of Contents

Process Overview	3
Scenario: Entering a LOA Event Using the 7-Day Increment	4
Things to Note:	4
Before you begin	5
Procedure: Place a Worker on Leave (7-Day Increment Requirement)	6



Title: Place Worker on Leave (7-Day Increment Requirement)
Role: HR Coordinator
Functional Area: Time Tracking

Place Worker on Leave Process: For Leave Types with 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 require the entry of the employee's leave duration to be in 7-day increments (e.g., 7 days, 14 days, 21 days, etc.)

The leave types that require the entry of 7-day increment leave durations are listed below.

Paid Leave Types	Unpaid Leave Types
Bone Marrow Donation	FMLA
Disaster	FMLA for Service Members
FMLA	Medical Leave
FMLA for Service Member	Personal
Military	
Organ Donation	
Public Health	

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 Request Leave of Absence	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 Appointing Authority Partner	HR Director or designated user approval. Appointing Authority approval. Note: The Appointing Authority Partner approves the following types of leaves of absence <u>ONLY</u> : Medical, Personal, Suspension, Disaster Service, and Organ Donation, and Bone marrow Donation.
3	My Tasks: 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.
4	My Tasks: 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.
5	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.



Title: Place Worker on Leave (7-Day Increment Requirement)
Role: HR Coordinator
Functional Area: Time Tracking

Scenario: Entering a LOA Event Using the 7-Day Increment

Harriet DiSample is a State/Regular employee who does not work a compressed or modified work schedule. She will be taking Paid FMLA Leave starting on Wednesday, February 7, 2024 and will return to work on Thursday, February 22, 2024 for a total of 12 workdays (16 calendar days). To satisfy the 7-day increment requirement, the Estimated Last Day of Leave will be Tuesday, February 20, 2024, because February 7th to the 20th will be 14 calendar days. The remaining two days, February 21st and 22nd, she is still on leave, but it will be coded on the time sheet using the appropriate Time Off code (FMLA).

Request Absence

For Harriet DiSample (W2180900) | [Request on Behalf Of](#)

Calendar | Date Range

February 2024 < Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

[View Balances](#)



Title: Place Worker on Leave (7-Day Increment Requirement)
Role: HR Coordinator
Functional Area: Time Tracking

Things to Note:

- **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.
- **Entitlement Deduction with Timesheet Entry:** If the employee's leave duration is not in a multiple of 7 days and part the of the leave is tracked on the employee's timesheet (as in the scenario above), then the correct entitlements "bucket" will be decremented using the leave dates entered when placing the employee on LOA in Workday AND using any additional time captured on the timesheet (outside of the LOA date range).
- **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 HR Coordinator (HRC) must communicate to the manager or Timekeeper to **not** enter Time Off codes on the time sheet. 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



Title: Place Worker on Leave (7-Day Increment Requirement)
Role: HR Coordinator
Functional Area: Time Tracking

Procedure: Place a Worker on Leave (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 types:


Paid Leave Types	Unpaid Leave Types
Bone Marrow Donation	FMLA
Disaster	FMLA for Service Members
FMLA	Medical Leave
FMLA for Service Member	Personal
Military	
Organ Donation	
Public Health	

Procedure:

1. Search for the employee.



Tip: To find an employee...

- Type the employee's name or W-number in the **Search** field. Then, click the **Search** icon, OR
 - Find the employee in their assigned Supervisory Organization on the **Members** tab.
2. Click the Related Actions and Preview  icon next to the employee's name.

Search Results

The screenshot shows a search result for Harriet DiSample (W2180900), an Accountant II in the SPS Training Division E. A menu is open over the result, showing various actions. The 'Time and Absence' category is selected, and the 'Request Absence for a Worker' option is highlighted in red. Other options include 'View Time Off', 'View Time Off Balance', 'View Time Off Results by Period', 'View Calculated and Override Balances', 'View Carryover Balances', and 'View Leave Results'.

3. In the menu, hover over **Time and Absence** and then click the **Request Absence for a Worker** hyperlink.



Title: Place Worker on Leave (7-Day Increment Requirement)
Role: HR Coordinator
Functional Area: Time Tracking

Request Absence

The image shows two side-by-side screenshots of the 'Request Absence' form for Harriet DiSample (W2180900). The left screenshot shows the 'Calendar' tab selected, displaying a calendar for January 2024 with the 15th highlighted. The right screenshot shows the 'Date Range' tab selected, with 'Start Date' and 'End Date' input fields. Both screenshots have 'Cancel' and 'Continue' buttons at the bottom.

4. 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, accounting for the 7-day increment. For example:
 - a. The estimated last day of leave must be a date that makes the leave duration a multiple of 7 days (e.g., 7 days, 14 days, 21 days, etc.).
 - b. When the employee's actual leave duration is not a multiple of 7 days, the estimated last day of leave should be a date *prior* to the actual return date that satisfies the 7-day increment requirement. See example scenario on page 4.
 - Click **Continue**.
 - **Type of Absence:** Enter or select the leave type. Click **Continue**.
 - **Reason:** Select the leave **Reason**. If the Leave Type selected is for FMLA, enter or select the applicable reason for leave.



Title: Place Worker on Leave (7-Day Increment Requirement)

Role: HR Coordinator

Functional Area: Time Tracking

Request Absence

For Harriet DiSample (W2180900)

Type of Absence *

Last Day of Work

First Day of Absence *

Estimated Last Day of Absence *

Request Amount 80.000004 Hours

Comment to Approver

Reason *

> Additional Fields

5. In the **Comment** field, enter the actual full dates for which the employee's leave was approved.

6. Click the **Submit** button.



Information: The Leave of Absence 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 the My Tasks box after the leave approval including:

- Manage Business Processes for Worker

7. The System Task is complete.