



STATEWIDE PERSONNEL  
— S Y S T E M —

**Return an Employee  
From a Leave of Absence**

February 2024



**Title:** Return an Employee from a LOA  
**Role:** HR Coordinator  
**Functional Area:** Time Tracking

---

## Table of Contents

Process Overview .....	3
Scenario: Placing an Employee on Leave and Then Returning the Employee Using the 7-Day Increment ...	4
Before you begin .....	5
Procedure: Return an Employee from a Leave of Absence .....	6



**Title:** Return an Employee from a LOA  
**Role:** HR Coordinator  
**Functional Area:** Time Tracking

## Return an Employee from a Leave of Absence Process

### Process Overview

The Return an Employee from Leave of Absence process is used to enter and track details of an employee's return from a leave of absence in Workday. This guide provides instructions on how to return an

The steps in the business process are listed below.

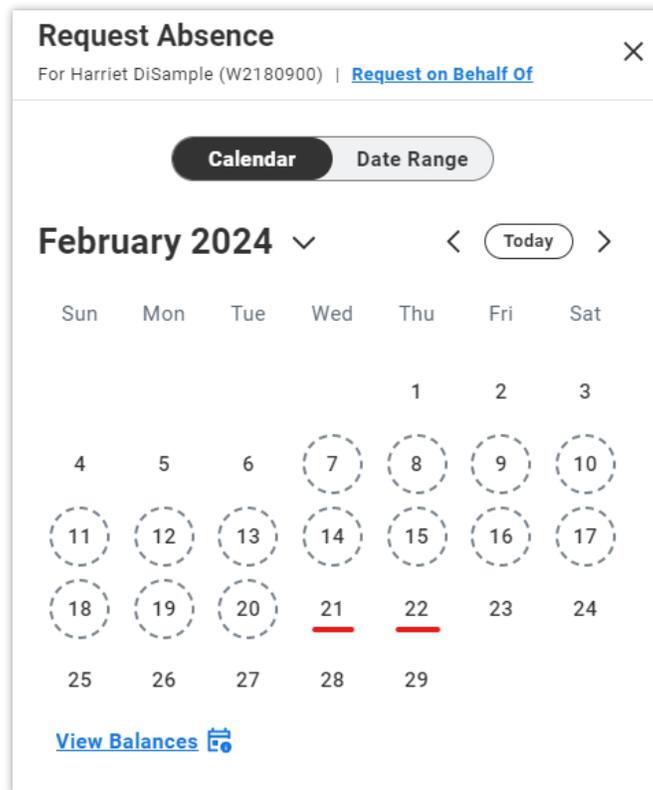
#	Process Steps	Role	Description
1	<b>Initiate the employee's Return from Leave of Absence</b>	HR Coordinator	Enter details of the employees return from their leave of absence. (e.g., actual last day of work, first day back to work).
2	<b>My Tasks Box: Agency Approvals</b>	HR Partner	HR Director or designated user approval.
		Appointing Authority Partner	Appointing Authority approval. <b>Note:</b> Appointing Authority Partners approve Return From Leave events for the following types of leave <u>ONLY</u> : Bone Marrow Donation, Disaster Service, Organ Donation, Medical Leave, Personal, and Suspension.
3	<b>My Tasks Box: Maintain Accruals and Time Off Adjustments</b>	Timekeeper	Verify the employee's time off balances and accruals and then adjust as necessary. Adjustments are made using the the "Maintain Accrual and Time Off Adjustments/Overrides"
4	<b>My Tasks Box: Change Benefit Elections</b>	Agency Benefits Coordinator Central Benefits Partner	Change benefits if the employee does not have any more leave to cover the leave of absence.  <b>(Note:</b> Task completed outside of Workday)
5	<b>My Tasks Box: Assign Roles to Worker</b>	HR Administrator	Work with Agency HR Coordinator(s) determine if the employee should be assigned any roles in Workday upon their return to work. Assign roles as necessary.



**Title:** Return an Employee from a LOA  
**Role:** HR Coordinator  
**Functional Area:** Time Tracking

**Scenario: Placing an Employee on Leave and Then Returning the Employee 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 Friday, February 23, 2024 for a total of 12 workdays. To satisfy the 7-day increment requirement, the Estimated Last Day of Leave will be Wednesday, 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 timesheet using the appropriate Time Off code (e.g., FMLA).



*Returning the employee from leave...*

Harriet will be returning to work on the 23rd. Since her leave required entry of 7-day increment durations when placing her on leave in the system, the return details must also use 7-day increment requirement. When entering the employee's return from leave in Workday, the last day of leave will be February 20, 2024, and her first day back will be February 21, 2024. Type a note in the Comments sections that explains the date approval range. See the sample entry below. See the same entry in the screenshot below.



**Title:** Return an Employee from a LOA  
**Role:** HR Coordinator  
**Functional Area:** Time Tracking

**Return Worker from Leave** Harriet DiSample (W2180900)

If requesting a return from Paid > Military or Paid > Military Administrative, please submit your Military Return Orders in the Supporting Documents section.

First Day Back at Work

Absences Returned From 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	FMLA (Use Paid Leave) (02/07/2024)	02/07/2024	02/20/2024	<input type="text" value="02/20/2024"/>

> **Supporting Documents**

enter your comment

Approved leave dates are 02/07/2024 through 02/22/2024. Used 02/20/2024 to satisfy 7-day increment.

**Before you begin...**

You will need the following information to complete the process:

- Employee requesting the leave of absence
- First Day Back at Work
- Actual Last Day of Work

## Procedure: Return an Employee from a Leave of Absence

Use this procedure to return an employee from a Leave of Absence (LOA). HR Coordinators initiate returning an employee from a LOA on behalf of the employee and then it is routed to the HR Partner and/or Appointing Authority for approval depending on the leave type.

### Procedure:

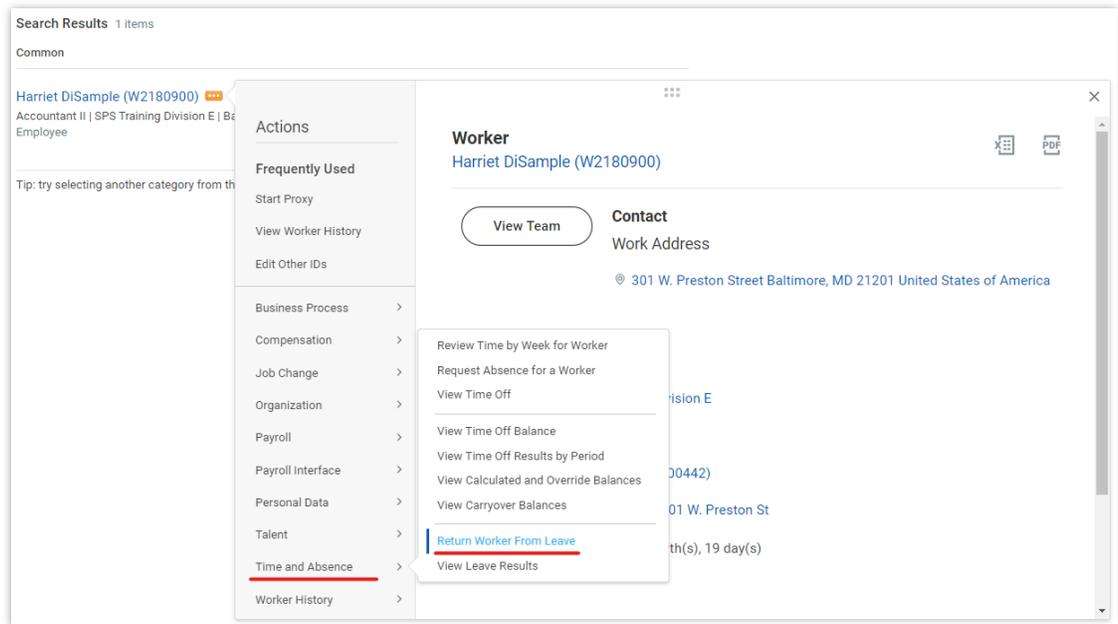
1. Search for the employee.



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

### Search Results



3. In the menu, hover over Time and Leave and then click the Return Worker from Leave hyperlink.



**Title:** Return an Employee from a LOA  
**Role:** HR Coordinator  
**Functional Area:** Time Tracking

### Return Worker from Leave - Confirm Worker

#### Return Worker from Leave

If requesting a return from Paid > Military or Paid > Military Administrative, please submit your Military Return Orders in the Supporting Documents section.

Workers on Leave \*

4. On the Return Worker from Leave page, verify the employee's name and W-number in the Worker on Leave field.
5. Click the **OK** button.

### Return Worker from Leave

#### Return Worker from Leave

Harriet DiSample (W2180900)

If requesting a return from Paid > Military or Paid > Military Administrative, please submit your Military Return Orders in the Supporting Documents section.

First Day Back at Work

Absences Returned From 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	FMLA (Use Paid Leave) (02/07/2024)	02/07/2024	02/20/2024	<input type="text"/>

> Supporting Documents

enter your comment

6. In the Absences Returned From section, select the leaves that the employee is returning from.



**Title:** Return an Employee from a LOA  
**Role:** HR Coordinator  
**Functional Area:** Time Tracking

7. Then, complete the following fields:
  - a. **First Day Back at Work:** Enter or select a date.
  - b. **Actual Last Day of Leave:** Enter or select a date.



**Information:** For leave types that require the use of 7-day increments, the first day back and the actual last day of leave dates must also satisfy the 7-day increment. For example, if the actual last day of leave was February 22nd, but February 20th was entered in the LOA event in Workday to satisfy the 7-day increment, then February 20th will be the date entered in the Absences Returned From section.

A list of leave types that use 7-day increments in the system are listed below.

#### 7-Day Increment Leave Types

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

8. In the Comments field, type a note that lists the date range approved for the employee's leave.
9. Click the **Submit** button.



**Information:** The Leave of Absence return event is routed to the HR Partner and/or Appointing Authority (depending on the Leave Type chosen when placing the employee on a LOA) for approval.

**Note:** If the LOA was for Military Administrative leave, the HR Coordinator that initiated the event will have to review the compensation for the employee after the HR Partner/Appointing Authority approval. The allowance given to the employee during Military Administrative leave will have to be stopped.

10. The System Task is complete.