

HR User FAQ – Leave of Absence Part I

Why Enter a Leave of Absence Events in Workday?

- Entering an LOA event will trigger a Benefit event
 - Entries on the Timesheet will not result in a Benefit event
 - Documenting approval date range is important
- Aids in communications with other HRCs and timekeepers –indicates event is approved (paperwork completed outside of Workday)
- Centralizes documentation of the LOA event in Workday
- Provides data integrity in the history of an employee

How do I use the "Leave of Absence and Time Off Code" Chart?

Chart: Leave of Absence and Time Off Codes

You can use this resource to answer the following questions before entering your LOA event, to ensure accuracy in your request:

- What type of Leave Event request does the scenario qualify for and are there Benefit implications?
- Should this request be Continuous or Intermittent?
- Will the event is paid or unpaid?
- What type of leave should be used, and how much does my employee have?
- What documentation or special guidelines should be considered when entering this event?
- Does this transaction require the 7-day increment rule and how do I communicate what should happen on the timesheet?

What are the LOA event steps?

1. Leave paperwork. Follow agency procedures to obtain approved Leave paperwork.
2. Leave of Absence Chart – found on SPS help center, use as a guide to determine descriptions, type, time, what to enter in Workday.
3. Workday - Enter LOA event – Remember Leave Events must be

HR User FAQ – Leave of Absence Part I

done current to prevent unwanted payroll impacts.

4. Communicate to manager, employee and timekeeper/payroll regarding the LOA event and time off codes to use on the timesheet, and ANY Benefit effects.
5. Return to work paperwork - Follow agency procedures to obtain approved Return to work paperwork.
6. Workday - Enter the Return from Leave event
7. Communicate details to manager, employee and timekeeper/payroll

What do I do when I determine that the employee does not have enough leave to cover the requested LOA date range?

When an employee does not have enough paid leave accrued for the duration of their Leave of Absence, the HR Coordinator has to do the following:

1. Enter a paid LOA for the duration that leave balances apply
2. Then, return the employee from the paid LOA
3. Enter a second LOA request for an unpaid leave type for the duration of the employee's leave.
4. Verify that the correct Time Off Codes are used ***during*** any 7 day increment and ***outside of*** the 7 day increment

Quick Guide: 7 Day Increments

What are the Benefits implications of the various types of LOA events?

Paid Leave: The employee would have benefits paid from their payroll for the duration of the paid LOA event.

Unpaid Leave: When the Unpaid event begins, the employee should get a **benefit event** for leave more than 30 days (*Except Personal and Suspension*) and will need to complete the event. If the benefit event is not completed by the employee or the agency the event **will finalize**

HR User FAQ – Leave of Absence Part I

automatically with the benefits enrolled at the time the leave started (*Except FSA's*) and the employee will be direct billed for the premiums

Leave Return: When the leave return is completed the employee should get a **benefit event - Return from Leave** event to be completed to reestablish deductions for premiums through payroll and to also reenroll in an FSA. If the benefit event is not completed by the employee or the agency the event **will finalize automatically** with the benefits enrolled while on leave

What important information should I know about processing or maintaining an UNPAID LOA event?

- **If you enter a retro (back dated to a previous pay period) Unpaid LOA event:**
 - Communicate with **Payroll** and **Benefits**: they may have been paid when they shouldn't have been paid or Subsidies may have changed
- **Do not future date a Return from an Unpaid Leave event.**
 - This could cause issues in timing if the employee ends up returning sooner or needs to stay out longer affecting benefits and pay (access to timesheet).
- **Do not make any changes to an Unpaid LOA event once entered in Workday.** This includes:
 - Return Worker from an Unpaid event
 - Extending an LOA Event
 - Changing an LOA Event from unpaid to paid

Quick Guide: Checklist Leave of Absence per Pay Period

****If a change is needed, put in an SPS ticket****

HR User FAQ – Leave of Absence Part I

What important information should I know about processing or maintaining a PAID LOA event?

- **Do not future date a Return from a Paid Leave event.**
 - This could cause issues in timing if the employee ends up returning sooner or needs to stay out longer:
 - The employee will **not** receive **Overtime** if they return early **and** the return date isn't updated.
 - The return date will need to be extended if the employee stays out on Leave

Can employees have more than one current Leave of Absence Event?

- Employees **may** have more than one LOA event for different reasons or for different people (self, family or intermittent)
- Any overlapping multiple LOA events need to be the same, **paid or unpaid (not including Intermittent)**, otherwise the unpaid will overrule the paid event

How to Process Returns Multiple LOA Events

- An employee can have multiple LOA events at one time.
- However, only one Return Worker from Leave event can be associated with a LOA event.
- If there are multiple LOA events, then **de-select** the other events on the Return Worker from Leave page.

****Each LOA event has its own separate Return from Leave event.***

How to Process LOA Extensions?

- If the employee is on a **PAID** LOA:
 - Return the employee and then start a new one.
 - If within a few days or a week from the original expected end date it can stay as is

HR User FAQ – Leave of Absence Part I

- If the employee is on an **UNPAID** LOA:
 - Send in a ticket requesting that the expected end date be extended.
 - All events must be current to prevent unwanted payroll effects. Contact DBM PCU for assistance if unable to process the event in the current pay period.

What is the difference between Military, Military Administration and Armed Services Leave?

Military:

Paid: Used for Military Training or Active Military Training for a maximum of 15 days annually

- 7-day increment; uses time codes *Military - Continuous* and *Military - Intermittent*
- *No benefit impacts*

Military Administration:

Unpaid: Used for Active Military duty, not including active-duty training:

- No 7-day increment
- **[Quick Guide: Military Administrative LOA event](#)**
- **Compensation step:** determine if Allowance: Military Admin is needed, the difference between the employee's State salary and military salary (stays whole)
- Benefit change event will be triggered

***Reminder: All Military Administrative paperwork must be forwarded to DBM – Sheryl Hagood –**

sheryl.hagood@Maryland.gov 410-767-4976 before entering into

Workday*

Armed Services:

Unpaid: After Military is exhausted for the year and Military Admin is not applicable. Up to 2 years of unpaid leave and no accrual.

HR User FAQ – Leave of Absence Part I

- No 7-day increment
- [Quick Guide: Armed Services LOA event](#) (**Note back dating scenario**)
- All Armed Services LOA must be processed as 30 days or Less
- Benefit change event will be triggered after 30 days

How is the Suspension LOA event used?

- Must start on a Wednesday and be in 5 day increments if employee is exempt
- Leave Timesheet blank, Continuous only
- **Work with payroll:**
 - There may be issues if it crosses pay periods
 - There may be issues if it's entered late or back dated
- Time Off – Unpaid Time Off or Time Off Reason – Suspension:
 - Can be used on the timesheet, no benefit impact but use ONLY for:
 - Non-Exempt employees who are suspended for less than 7 days
 - Exempt who are suspended for 5 days

What tools are available to help troubleshoot LOA?

- **View Employee's Time Off and Leave Request tab**
 - Simple view to see "doubles" or incorrect Timesheet entries
 - Easily view active/open Leave of Absence events and if employee has RTW
- **View Leave Results**
 - Duplicated or incorrect Timesheet entries are easily found by using the total hours used
- [Quick Guide - Checklist Leave of Absence per Pay Period](#)
 - SPS Benefit Open Election Events – Employees (run by ABCs)
 - SPMS Workers on Leave LOA