Absence Calendar – Leave of Absence Event

When an employee has a documented and approved period of leave, it should be input into the Workday system as a Leave of Absence Event. It is not enough to record these events using only the timesheet. The LOA event and timesheet entries should coordinate and cover all used leave types, use of accrued time, and documented times of absence.

NOTE:

- All continuous leave events should be tracked and managed with a leave event.
- All intermittent leave events should be tracked with the Intermittent Time Off Approval Range in Workday, and is located under Paid Leave Type category.
- HRCs are to determine the length of paid leave events based on accrual calculations; This information is required before placing an employee out on a leave of absence.

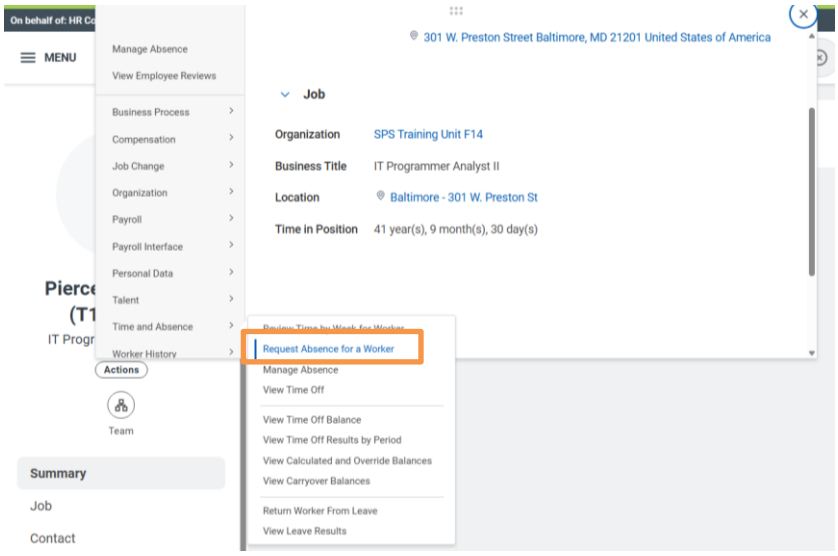
The following procedure describes how to input a leave of absence event in the Workday system. For more details on how to select an accurate leave type, please refer to the *Chart: Leave of Absence Instructions and Corresponding Time Off Codes*

Procedure:

Place An Employee on Leave of Absence Event

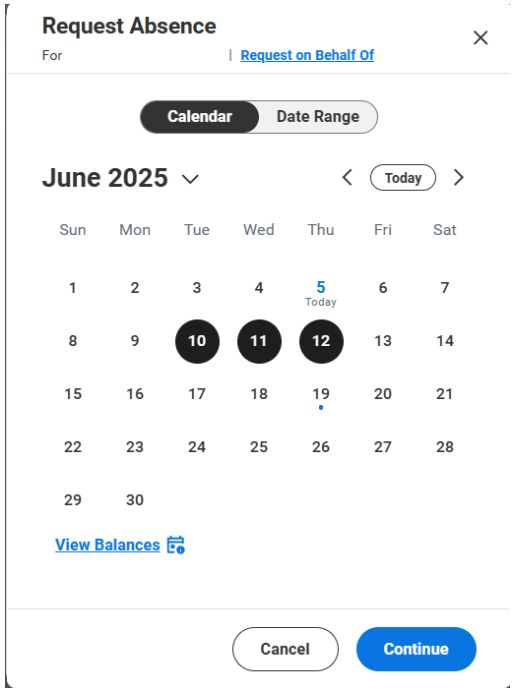
1. Search for the Task called Request Absence for Worker. Navigate from the related actions button on the Employee's profile to Request **Absence for Worker**:

   Related Actions > Time and Absence > Request Absence for Worker.



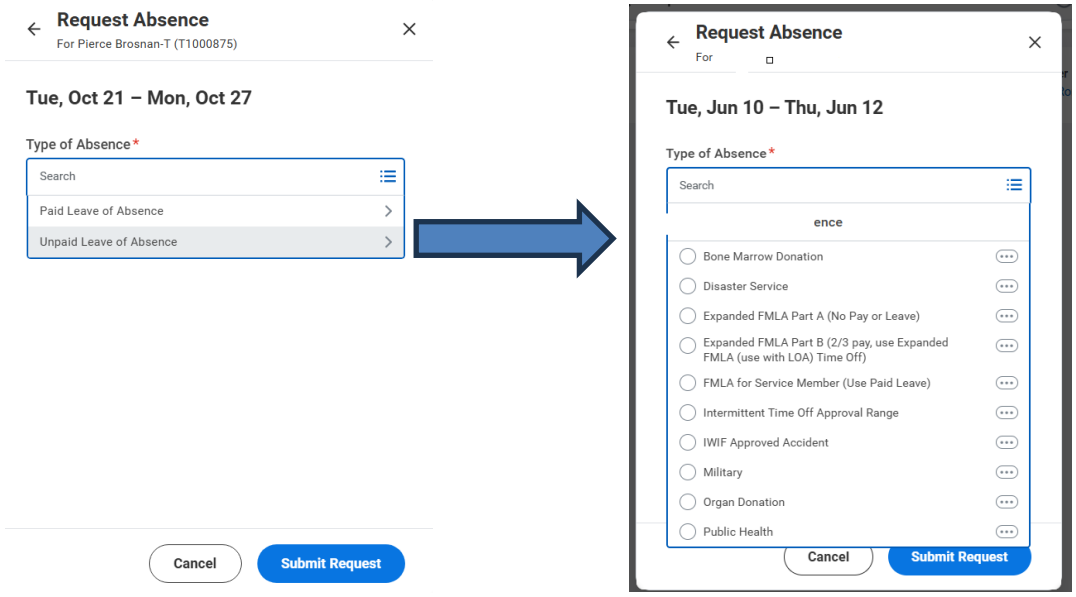
2. Select the dates which you wanted to request leave of absence then click on Continue.

Note: *Instead of clicking a week or months' worth of dates individually, just click a few dates (as shown below) and click Continue. On the next screen you will enter date details and can indicate an end date to include each day in that requested time period.*



3. Select Leave of Absence type, **Paid** or **Unpaid**:

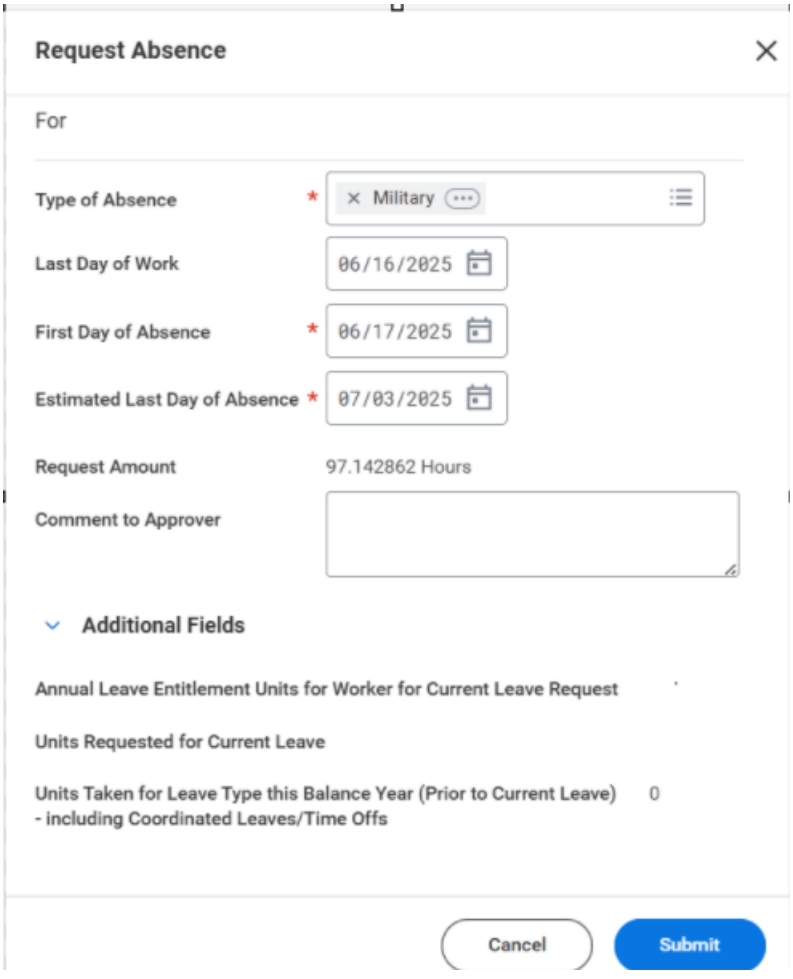
Leave type : Paid or Unpaid > select type

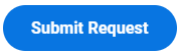


4. Complete the following fields (***paying attention to 7 day increment rule when appropriate)***.
    - **Type of Absence**: Use the prompt to select the appropriate Leave of Absence code (e.g., Paid Leave of Absence, Unpaid Leave.
    - **Last Day of Work**: Use the prompt to select the date of your last working day.
    - **First Day of Absence**: Enter the start day of the Absence.
    - **Estimated Last Day of Absence**: Enter the estimated last day of Absence will end ***(this can be changed from the previous screen).***

      ***Note:**

        - If you select *FMLA* as the leave type, you will be prompted to choose a leave reason.
        - Information will appear under **Leave Impact**, after all fields are entered



5. Add any documents needed under Supporting Documents and comments in the section provided.
    - The comments section is how you can communicate with agency timekeepers and managers on how to record the LOA on the timesheet, within and outside the LOA time range (*Ex: Please code the timesheet with _____ for the following dates:…*)
6. When you are finished entering details, select the Submit Request button 

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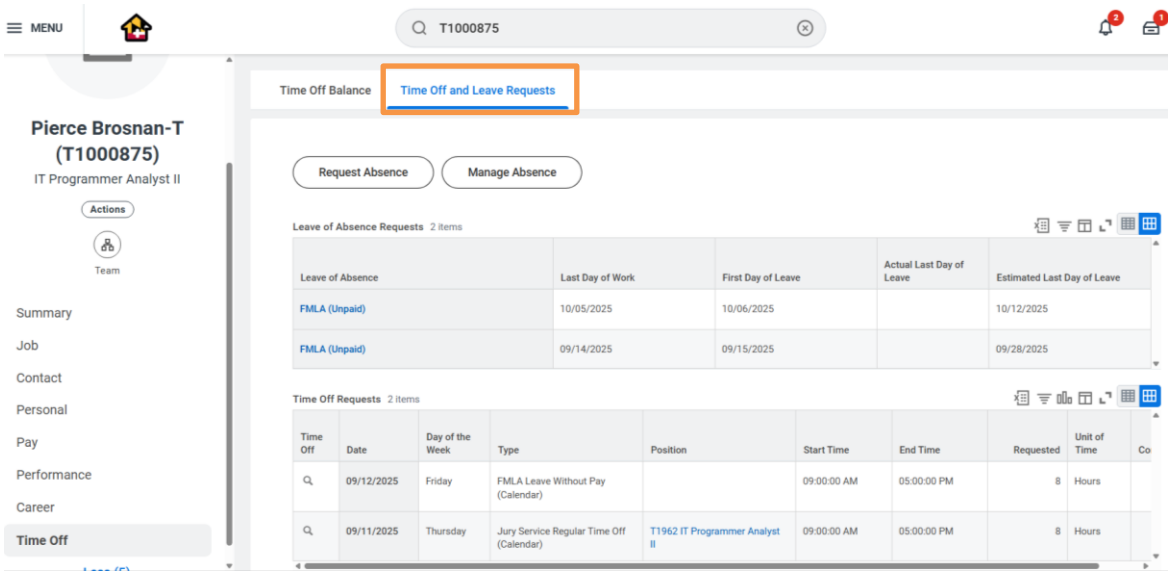
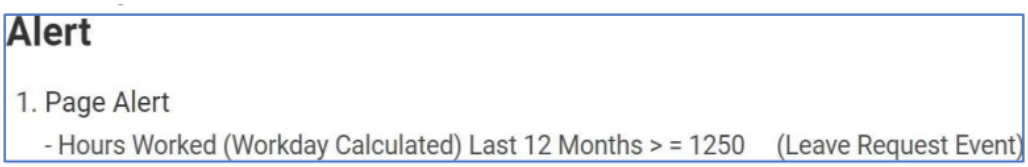
7. Review Leave shown for your requested days and ensure that the total hours taken are correct.
    - **Worker History** will show **Absence Request**: which is the exact same business process name for "Time Off"
    - Once it's approved, go to the **Time Off** tab, then to the **Time Off and Leave Request** tab. The Leave Events and Time Requests will be shown separately.



Important Note:

- The following message applies when selecting *FMLA as the LOA*.

**When you click the Submit button an orange ALERT will appear. It is a reminder to determine that the *employee has worked enough hours* to be placed on FMLA LOA. If you have done this, hit Submit again.



- If you click the Submit button and receive the following error, you will need to apply the *7-day increment rule*.

  If you need specific instructions on this process, please follow the ***Quick Guide: 7-Day Increment*, provided on the SPS Help Center.

Return an Employee from a Leave of Absence Event

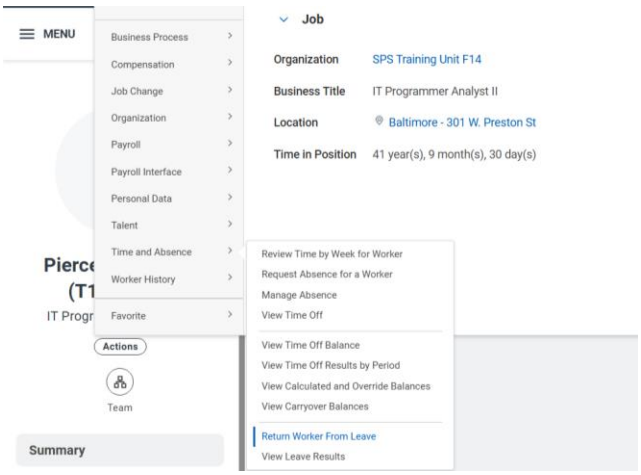
When an employee has a documented and approved period of leave, it should be input into the Workday system as a Leave of Absence Event. For the employee's Workday processing to go back to an active status, the employee must be returned to a working status in the system.

NOTES:

- All leave events need to be ended with a *Return Worker from Leave*.
- Every leave event needs its own Return transaction.

The following procedure describes how to return and employee from a leave of absence event in the Workday system. For more details on how to accurately process a leave of absence event, please refer to the **Chart: Leave of Absence Instructions and Corresponding Time Off Codes**

1. From the Employee, go to ***Actions > Tie and Absence > Return Worker from Leave***



2. Select or confirm your employee in the prompt, click on **OK**.

3. Complete the following fields:

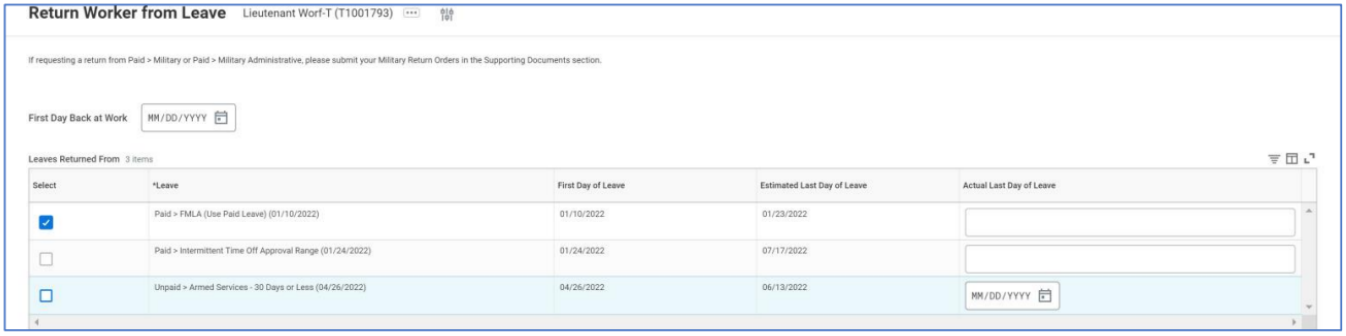
    a. **First Day Back at Work**: the first day back is the next day after the date entered for Actual Last Day of Leave.

    b. **Actual Last Day of Leave:** the last day the employee will be captured on the leave event.

Tip: If you applied the 7-day increment rule for this process, please refer to the *Quick Guide: 7-Day Increment* for specifics on how to process this "Return Worker from Leave" transaction.

Information: There should be one Return to Work for every LOA event. Please ensure that only one Leave event is checked per Return Worker process.

2. Type the same End Date used for the LOA event's Estimated Last Day of Leave in the **Actual Last Day of Leave** column.



5. Click the **SUBMIT** button.

Information:

- An **Unpaid LOA** *will trigger a benefit event that needs to be addressed* by the employee or Agency Benefit Coordinators.
- Returning an Employee to work will require a new benefit event to be completed.

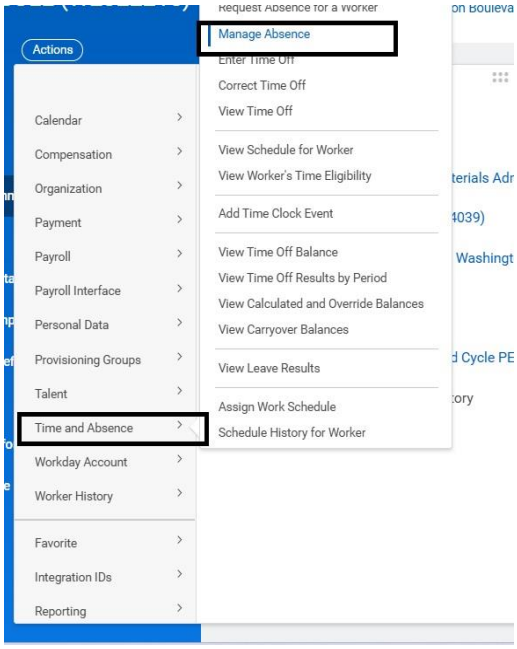
6. The System Task is complete.

Manage Absence

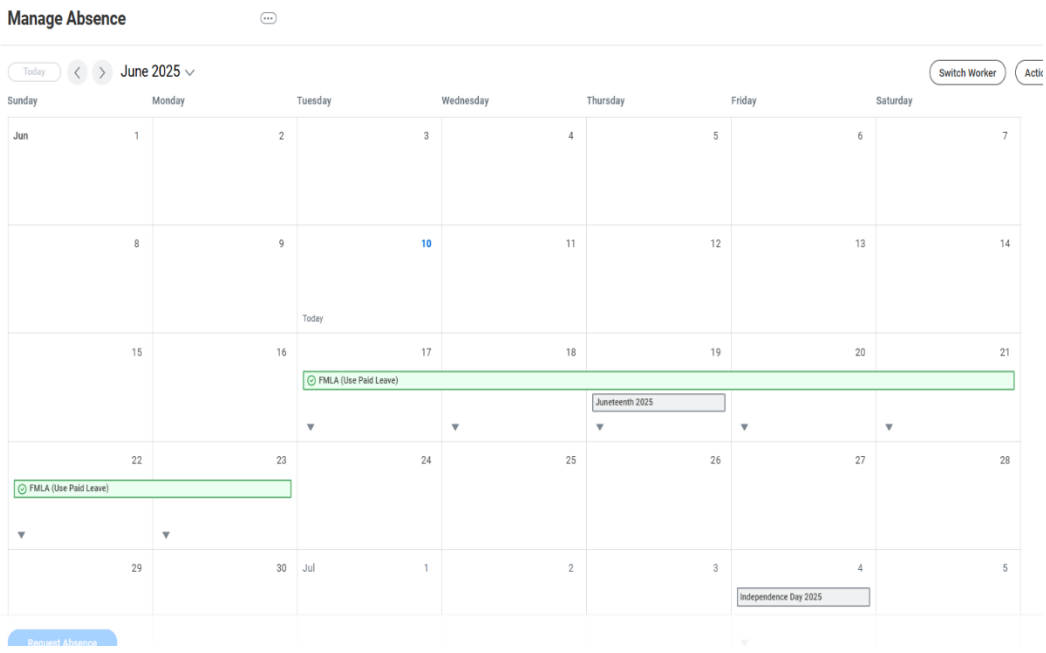
Procedure:

1. The **Manage Absence** Task used cancel the Leave Requested:

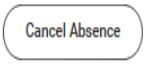
Related Actions > Time and Absence > Manage Absence

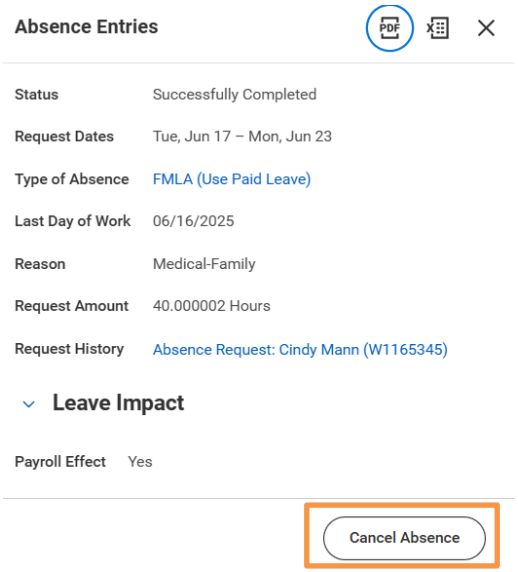


2. Click on Manage absence to navigate to *Calendar view*

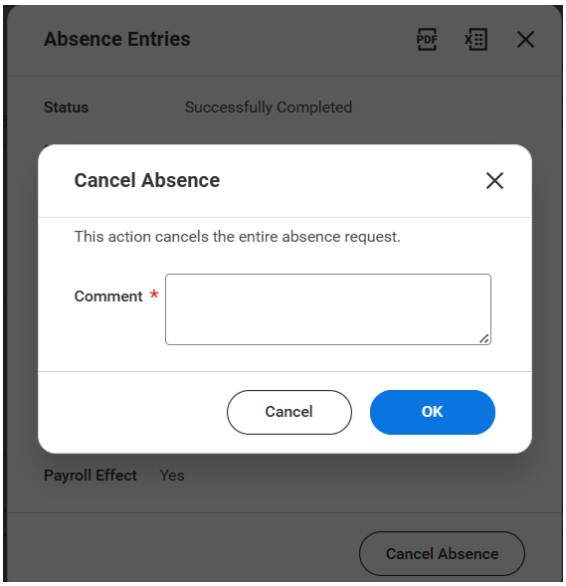


3. Click on the Leave event (on the calendar) showing the event that need to be modified.

4. The event details will appear. Click on the Cancel Absence button  to cancel the requested absence.



5. Enter the comment and select the OK button to complete the cancel.



Extending and Employee's Leave of Absence Event

Procedure:

If an employee was dated to return to work but received an extension for their approved period of time out on a paid leave of absence, you will need to return them from the previous LOA and put them out on a new event using the extension date.

Information Notes:

- **For PAID LOA events**:
  - The Return Worker from Leave event should coordinate with the LOA already processed in the system (i.e. last day on leave and first day back to work).
  - The new LOA event being processed for the extension should be dated to align with the previous leave event, without breaks in between the dates.
- **For UNPAID LOA events:**
  - Send a ticket into the SPS Help Desk
  - Returning an employee from an unpaid event and then putting them out on a new event **will trigger too many benefit events**.