Quick Guide: Armed Services LOA Event

Use after **"Military Leave"** is exhausted for the year, and **"Military Administrative" is not applicable**. Up to 2 years of unpaid leave and no accrual.

**All Armed Services LOA Events must be processed as 30 Days or Less *(even if it's being processed retroactively and 30 days have passed from their first day of Leave)*
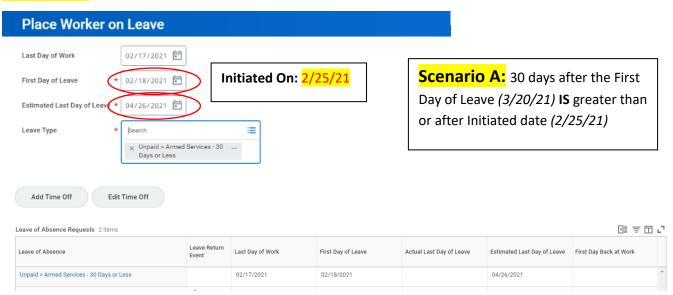
Step 1: Determine the dates for Armed Services Leave and enter for an

Unpaid>Armed Services = 30 days or Less:

- **First Day of Leave**
- **Estimated Last Day of Leave**

Also keep track of the date the Leave event is being initiated:

- **Initiated On**

==Scenario A:== the date the leave is initiated is *before* 30 days after First Day of Leave

Step 2: You will need to wait until after the first day of leave plus 30 days, then Workday will generate:

- *Leave Return for the Unpaid >Armed Services = 30 Days or Less*
- *Leave Request for the Unpaid >Armed Services = 31 or More Days*

Updated: 2/24/2021

Both will need to be **reviewed** *(dates should be correct)* and **approved**

Scenario B: the date the leave is initiated is *after* 30 days after First Day of Leave (being processed retroactively)

Place Worker on Leave

Last Day of Work	01/01/2021
First Day of Leave	* 01/02/2021
Estimated Last Day of Leave	* 03/04/2021
Leave Type	* × Unpaid > Armed Services - 30 Days or Less

Initiated On: 2/15/21

Scenario B: 30 days after the First Day of Leave (*1/31/21*) is **NOT** greater than or after Initiated date (*2/15/21*)

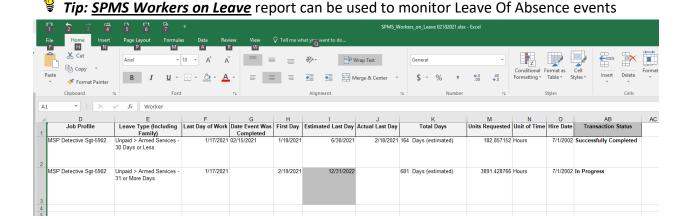**After the Leave event is approved:**

Workday will generate:

- *Leave <u>Return</u> for the Unpaid >Armed Services = 30 Days or Less*
- *Leave <u>Request</u> for the Unpaid >Armed Services = 31 or More Days*

<u>**Step 2:**</u> **Both** will need to be **reviewed** *(dates will need to be corrected by Shared Services, please submit a ticket)* and **approved**

Correction needed:

- On the Leave return, the last day of leave defaults to current date or date initiated.
- On Leave request, the first day of leave defaults to the day after date initiated.
- On Leave request, the last day of Leave is incorrect.

Tip: <u>SPMS Workers on Leave</u> report can be used to monitor Leave Of Absence events

	Job Profile	Leave Type (Including Family)	Last Day of Work	Date Event Was Completed	First Day	Estimated Last Day	Actual Last Day	Total Days	Units Requested	Unit of Time	Hire Date	Transaction Status
1	MSP Detective Sgt-5902	Unpaid > Armed Services - 30 Days or Less	1/17/2021	02/15/2021	1/18/2021	6/30/2021	2/18/2021	164 Days (estimated)	182.857152	Hours	7/1/2002	Successfully Completed
2	MSP Detective Sgt-5902	Unpaid > Armed Services - 31 or More Days	1/17/2021		2/19/2021	12/31/2022		681 Days (estimated)	3891.428766	Hours	7/1/2002	In Progress

Updated: 2/24/2021