Quick Guide: 7-day Increment Rule for LOA Events

For specific types of Leave of Absence events (i.e. FMLA), the Workday system requires that the length of time requested for the event be entered into 7 day periods. Below are the instructions for HR and Timekeeping personnel to follow to accurately place an employee on and return them from an LOA event and avoid a disruptions in compensation and benefits:

Example A: Place e*mployee on requested FMLA leave of absence for 1/1/2021 to 2/2/2021.*

Step 1: Review the requested timeframe.

If these dates are entered, HRCs will receive this error message and be prompted to revise the request:

Error

1. **Page Error**
   - Leave of Absence must be entered in 7 day increments. Any days taken for a leave of absence reason in less than 7 days must be entered on the timesheet and not leave of absence.   (Leave Request Event)

Step 2: To enter the LOA request, determine the system approved date range.

To follow the 7 day rule, identify the first day of leave, count one full week and the 7th day is where the increment ends.

TIP: *An easy method to determine a full 7day increment week is, you will always end on the day of the week that is before the day that the leave started on.*

Ex: If the first day of leave is on a <u>Wednesday,</u> the 7th day will be the following <u>Tuesday.</u> Every increment counted beyond will always end on the same day.

Identify how many complete increments will fit in the requested date range, and use the last day identified as the estimated last day of leave date (ex: 1/28/21):

Note: *When counting the seven day increments, include weekends in the count.*

<u>Step 3:</u> Fill the rest of the leave request prompts and enter a note in the comment section to communicate with Timekeeping.

In the comment, identify the true expected end date for this event and request that the proper timesheet code be entered for the dates not included in the LOA request date range:

This employee will not return to work until 2/3/21, please code the timesheet with FMLA Intermittent for 1/29, 2/1, and 2/2.

Note: *The timesheet should be coded only for the regular work days of the employee; the FMLA Intermittent code should be entered in addition to the time off code being used for the paid leave.*

<u>Step 4:</u> Monitor the use of the timesheet and ensure that the dates using the FMLA Intermittent time code, align but do overlap with the dates captured in the LOA event.

Note: *This can be viewed on the employee profile in the "Time Off" tab.*

Example B: *Return the employee from the previously entered LOA.*

Step 1: Review and confirm that the return date is accurate and enter the return to work request, using the same modified dates that were used in the leave request.

Even though the dates are not accurate, they have to correlate with the LOA request in order for the system to complete the process:

Step 2: Enter a note in the comment section to communicate with Timekeeping.

In the comment, identify the true expected end date for this event and request that the proper timesheet code be entered for the dates not included in the LOA request date range:

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> **Supporting Documents**

> This employee will not return to work until 2/3/21, please code the timesheet with FMLA Intermittent for 1/29, 2/1, and 2/2.

Step 3: Monitor the use of the timesheet and ensure that the dates using the FMLA Intermittent time code, align but do overlap with the dates captured in the LOA event.

Note: *This can be viewed on the employee profile in the "Time Off" tab.*