SPS
STATEWIDE PERSONNEL
SYSTEM

**Processing Leave of Absence Events
(for HR Coordinators)**

August 2022

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Place An Employee on 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

1. Type employee's W# or name in the search bar.

2. Click the Search   icon.

3. Click the name of the employee you need to process the event on from the search results.
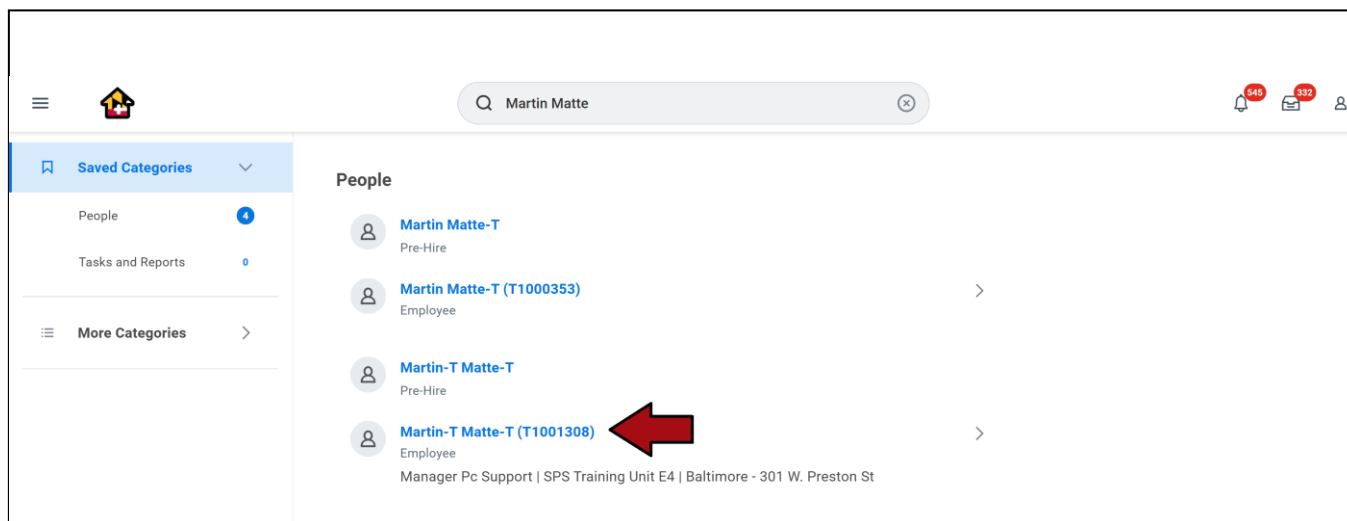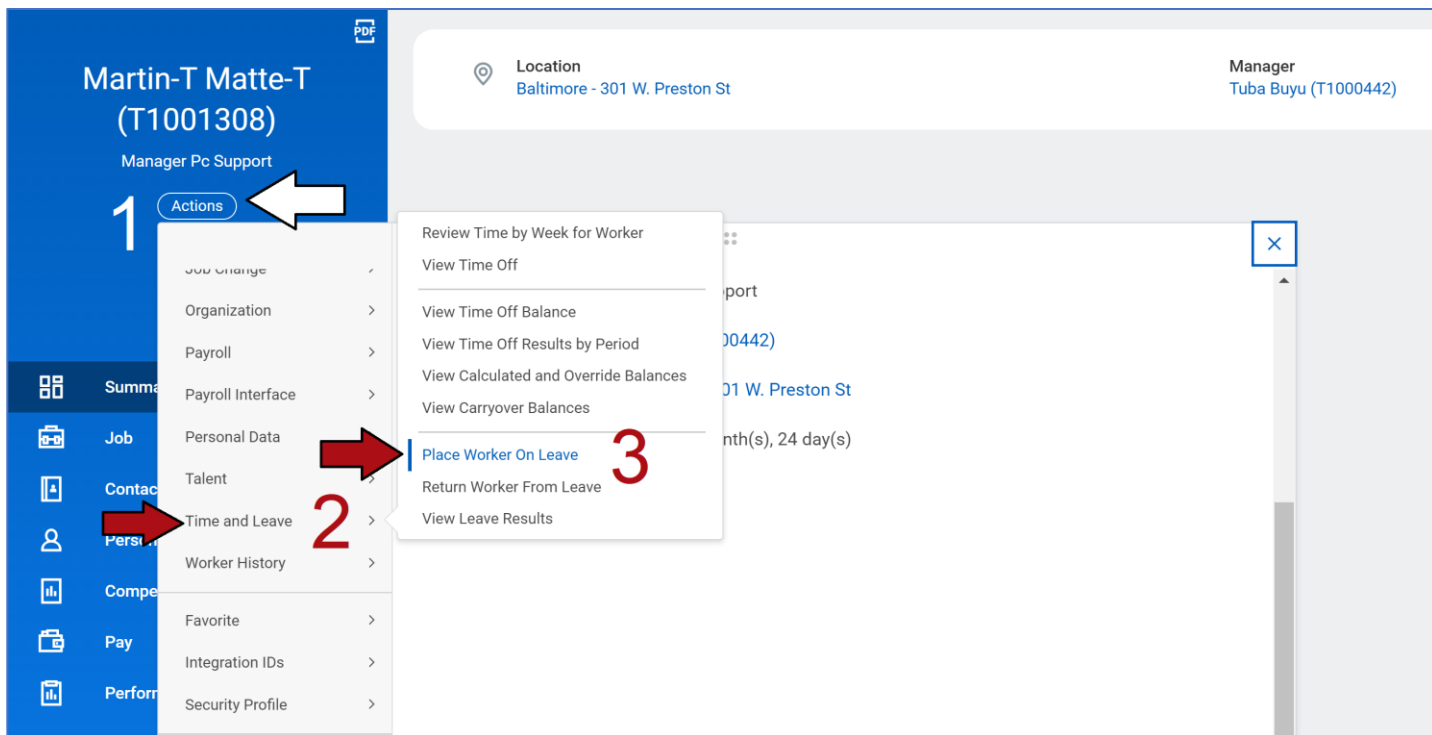
4. On the employee's profile click the Actions [Actions] button.

5. From the drop down menu, hover the cursor over **Time and Leave** then click **Place Worker on Leave**.

i　　**Information** The following steps can only be completed correctly after reviewing the <u>Chart: Leave of Absence</u> <u>Instructions and Corresponding Time Off Codes</u> and determining the type of LOA, whether it is continuous or intermittent, paid or unpaid, and if the 7-day increment rule applies.

Place Worker on Leave　Martin-T Matte-T (T1001308)　⋯

Last Day of Work	MM/DD/YYYY 📅
First Day of Leave	* MM/DD/YYYY 📅
Estimated Last Day of Leave	* MM/DD/YYYY 📅
Leave Type	* ▭ ☰

> **Supporting Documents**

☁ enter your comment

Submit　　Save for Later　　Cancel

6. Use the prompts to fill in the necessary information:
   - Last day of work
   - First day of leave
   - Estimated last day of leave
   - Leave type > Paid or Unpaid > select type
     - ➢ If you select FMLA as the leave type, you will be prompted to choose a leave reason.
     - ➢ Information will appear under **Leave Impact**

Table 1

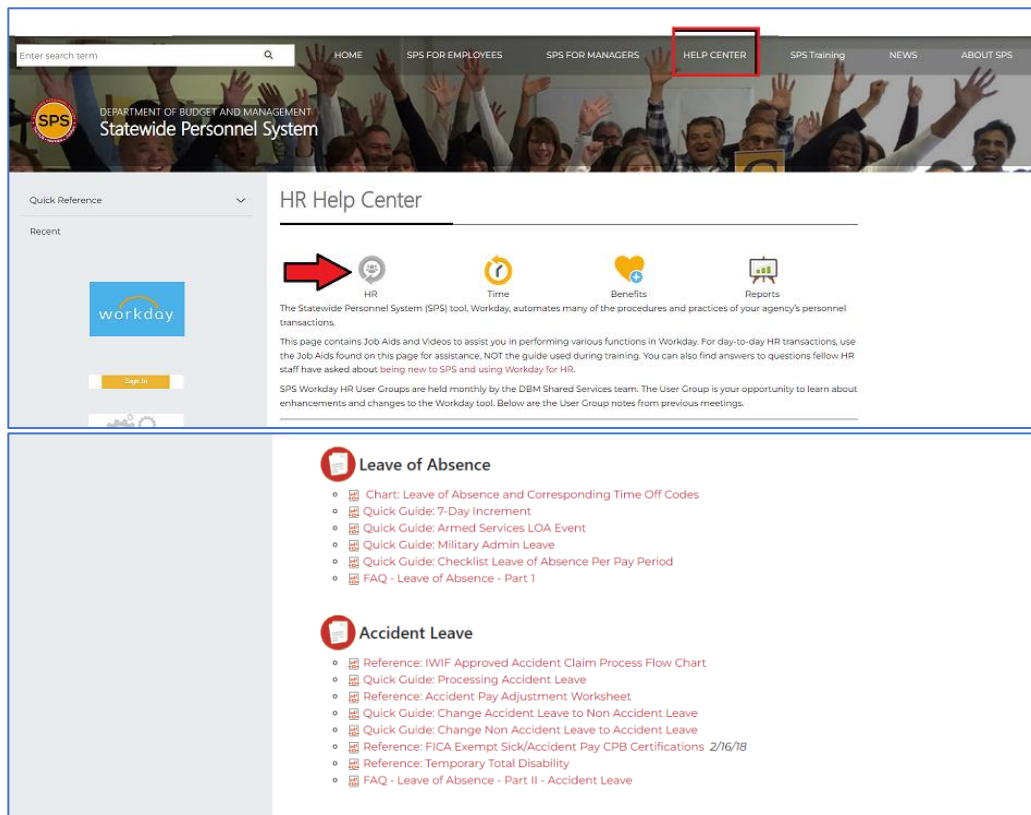| Paid	Unpaid
Paid > Bone Marrow Donation	Unpaid > Armed Services – 30 Days or Less
Paid > Disaster Service	Unpaid > Armed Services – 31 Days or More
Paid > Expanded FMLA Part A (No Pay or Leave)	Unpaid > DO NOT USE – Armed Services
Paid > Expanded FMLA Part B (2/3 pay, use Expanded FMLA [use with LOA] Time Off)	Unpaid > FMLA (Unpaid)
Paid > FMLA (Use Paid Leave)	Unpaid > FMLA for Service Members (Unpaid)
Paid > FMLA for Service Members (Use Paid Leave)	Unpaid > Medical Leave
Paid > Intermittent Time Off Approval Range	Unpaid > Military Administration
Paid > IWIF Approved Accident	Unpaid > Personal
Paid > Military	Unpaid > Suspension
Paid > Organ Donation	Unpaid > Temporary Total Disability (Unpaid)
Paid > Public Health	

Information When you select an Unpaid type of leave, there will be more system impacts than with Paid leave types, including a benefit event that needs to be addressed by the employee or Agency Benefit Coordinators:

Tip: There are various resources to assist with specific LOA types found on the SPS HR Help Center under either Leave of Absence or Accident Leave sections.

7. 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*

8. After you have entered all of the required information, click the Submit button.

Important Notes:

- 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

Alert

1. Page Alert
   - Hours Worked (Workday Calculated) Last 12 Months > = 1250   (Leave Request Event)
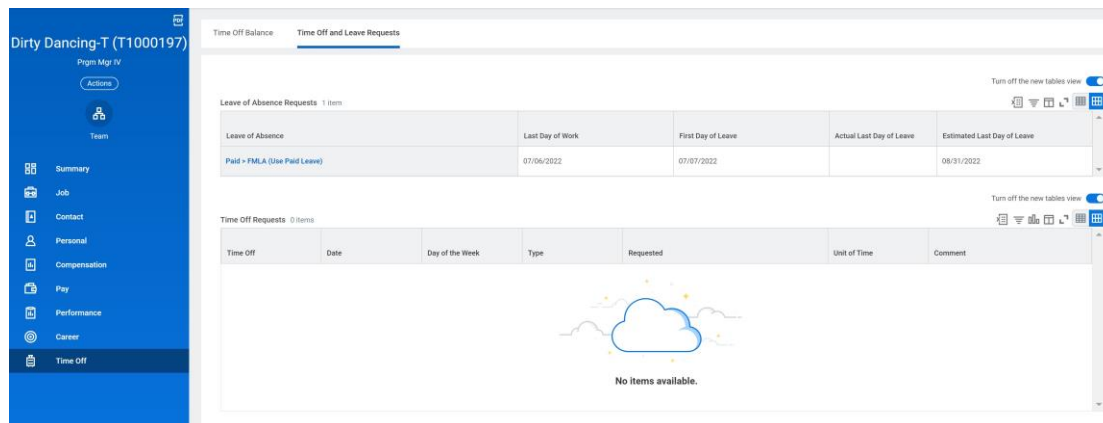
- If you click the **Submit** button and receive the following error, you will need to apply the 7-day increment rule. If you need specific instructions on this process, please follow the *Quick Guide: 7-Day Increment,* provided on the SPS Help Center.

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)

Information The leave request is routed for approvals by the HR Partner. Once approvals are complete, you can view the LOA event and all time off entry codes from the timesheet on the *Time Off* tab of the employee's profile, *Time Off and Leave Requests* tab.

9. System task is complete.

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.
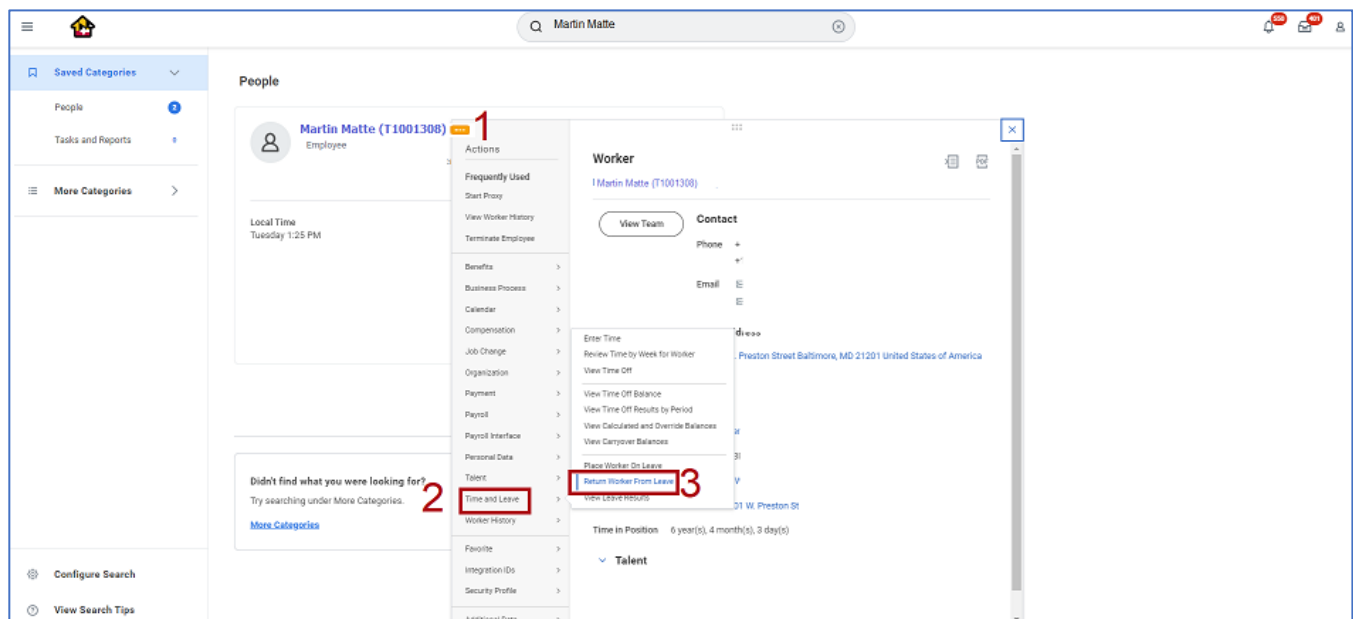
NOTE:

- 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*

Procedure

1. Type employee's W# or name in the search bar.

2. Click the Search 🔍 icon.

3. Navigate the cursor to locate and click the Related Actions and Preview 🔸 .

4. Hover the cursor over **Time and Leave**.

5. Click the **Return Worker from Leave**.

1. Select or confirm your employee in the prompt, select the [OK] button.

Information: There should be one Return to Work for every LOA event. Please ensure that only <u>one</u> 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.

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

> 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.

4. 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.

5. The System Task is complete.

Extending and Employee's Leave of Absence Event

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.