Functional Area: Absence

HOW TO PLACE A WORKER ON LEAVE?

Instructors who are teaching only for the fall semester but not for the spring semester, may come back next year for teaching again. Rather than terminating them and re-hiring again Instead, we can place them on leave for a specified period of time. This job aid will show you how to do that.

1. Select any employee in your organization that you want to place them on leave and make sure you are the **manager** of the employee.

Functional Area: Absence

Manager Self Service

2. Click on **Actions** and hover over the **Time and Absence** and select **Place Worker On Leave.**
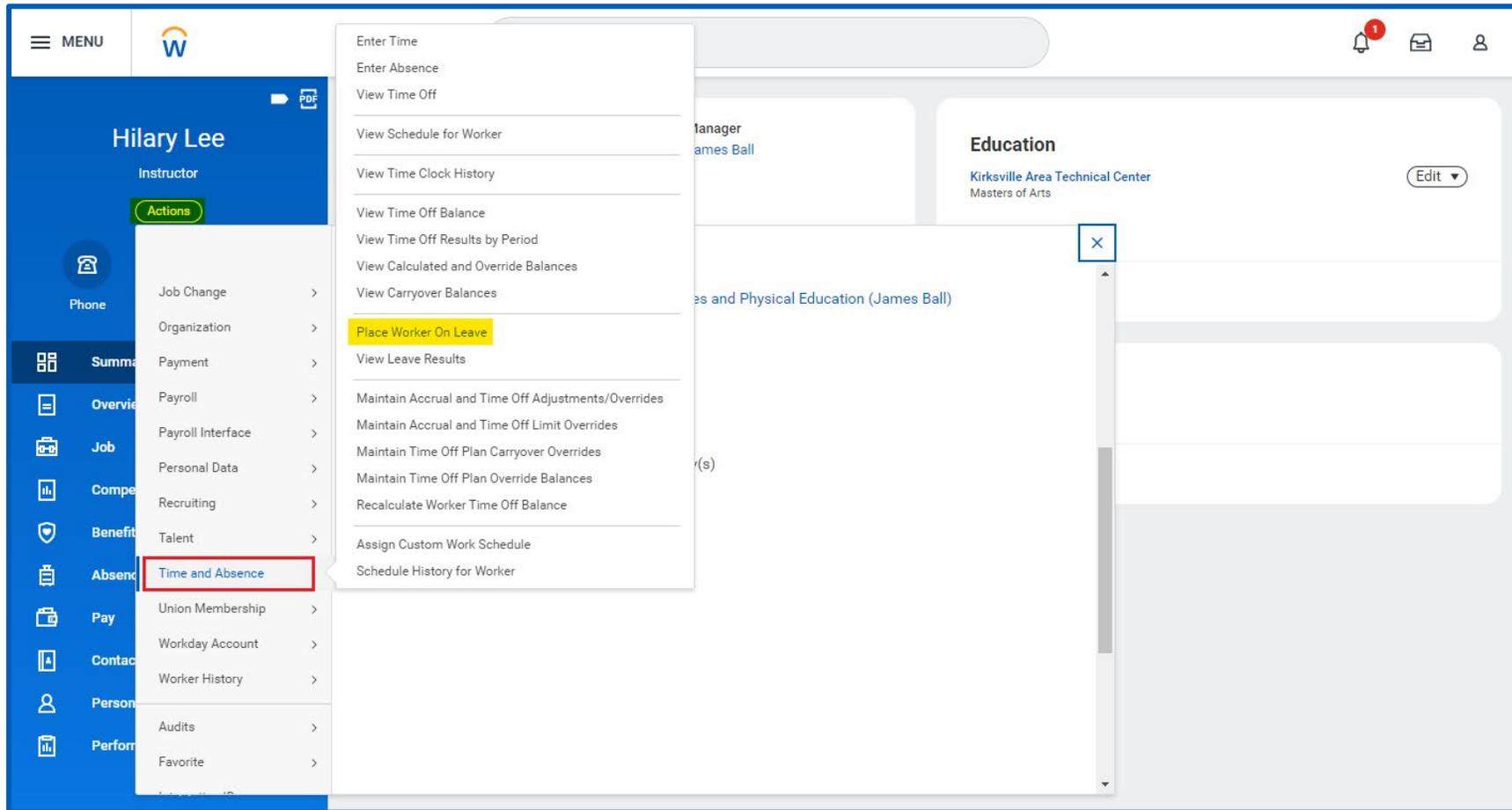
Functional Area: Absence   Manager Self Service

3. Select the appropriate dates for the worker. Below is an example for a worker who is teaching in Fall 2023 semester and returning back for Fall 2024 semester.

Place Worker on Leave   Hilary Lee   ...

Please be aware that after you submit a leave request, your Absence Partner and Manager will be made aware of your leave request.

Last Day of Work	12/23/2023 📅
First Day of Absence	* 12/24/2023 📅
Estimated Last Day of Absence	* 08/05/2024 📅
Type	* ☰

enter your comment

☁

Attachments

Drop files here

or

Select files

[Submit]   [Save for Later]   [Cancel]

📔 • For more effective dates, please refer to the **Academic Payroll Calendar** uploaded on the announcements tab of your workday home page.

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4. Click on the highlighted field and select the **Leave of Absence** to view the list of options.

Place Worker on Leave   Hilary Lee ⋯

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Last Day of Work	12/23/2023 📅
First Day of Absence *	12/24/2023 📅
Estimated Last Day of Absence *	08/05/2024 📅
Type *	Search ☰
	Leave of Absence ›

enter your comment

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Attachments

Drop files here

or

Select files

Submit   **Save for Later**   **Cancel**

Functional Area: Absence   Manager Self Service

5. Select **Non – Teaching Faculty** Leave option.

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Last Day of Work   12/23/2023 📅

First Day of Absence   *   12/24/2023 📅

Estimated Last Day of Absence * 08/05/2024 📅

Type   * | Search   ≔ |

                            ← Leave of Absence

                            ⦿ **Compulsory Disability Leave**

      enter your comment   ○ Educational Leave

                            ○ Extended Leave

   ☁   ○ Family Medical Leave

                            ○ Leave of Absence

Attachments   ○ Leave without Salary (UPI)

                            ○ Military Leave

                            ○ Non - Teaching Faculty Leave

                            ○ Parental Leave (UPI)

                            ○ Personal Leave of Absence

   Submit   Save for Later   Cancel

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6. Make sure all the entered details are correct before clicking submit. This process will have impact on Payroll, Absence accrual and Benefits. Your job is done here and this workflow will go to the Absence Partners for further approvals.

Place Worker on Leave Hilary Lee ⋯

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Last Day of Work	12/23/2023 📅
First Day of Absence *	12/24/2023 📅
Estimated Last Day of Absence *	08/05/2024 📅
Type *	✕ Non - Teaching Faculty Leave ⋯ ☰

⌄ **Leave Impact**

Payroll Effect ☑

Absence Accrual Effect ☑

Benefit Effect ☑

enter your comment
[   ]

[Submit] [Save for Later] [Cancel]