REQUEST LEAVE OF ABSENCE

Managers can initiate a leave of absence request for employees on their team when an employee cannot initiate their own leave of absence. This leave involves a longer period of absence (e.g., at least two weeks), will change the status of the employee from Active to On-Leave, and is tracked in date ranges (days) rather than hours.

Time-off requests (shorter than two weeks) should be initiated by the employee, and employees can initiate many common leave requests themselves such as Military or Maternity Leave.

**NOTE:** Do not use Leave of Absence for Paid Time Off (PTO) which is recorded in TOL.

**Managers can NOT initiate:**

- Full and Partial Long-Term Disability
  **NOTE:** Absence Partner/integration will initiate.
- Unpaid Notification Pay and Unpaid Furlough
  **NOTE:** HRTCs and HR Assistants should ALWAYS initiate Unpaid Notification Pay and Unpaid Furlough. Please contact your HRTC/HR Assistant if you have any questions regarding these leave types.

PLACE EMPLOYEE ON LEAVE

1. In the **Search** bar, type **Place Worker on Leave**.
2. Select **Place Worker on Leave** under the **Search Results**.
3. In the field for **Worker**, select the Employee. Click **Ok**.

4. Enter the dates for **Last Day of Work, First Day of Leave, Estimated Last Day of Leave** and **Leave Type**.
5. Click **Submit**.

   **NOTE:** Leave Impact section is automatically set up based on type of leave and cannot be edited.

**UP NEXT:** Once you click **Submit**, the Request for Leave of Absence will go to Absence Partner for review.

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RETURN EMPLOYEE FROM LEAVE

1. In the **Search** bar, type **Return Worker from Leave**.

2. Select **Return Worker from Leave** under the Search Results.

3. In the field for **Employee on Leave**, select the employee. Click **OK**.

4. Select the **First Day Back at Work** and **Actual Last Day of Leave**.

5. Click **Submit**.

**UP NEXT:** Once you **Submit**, the Request for Leave of Absence request will go to the Absence Partner for review.