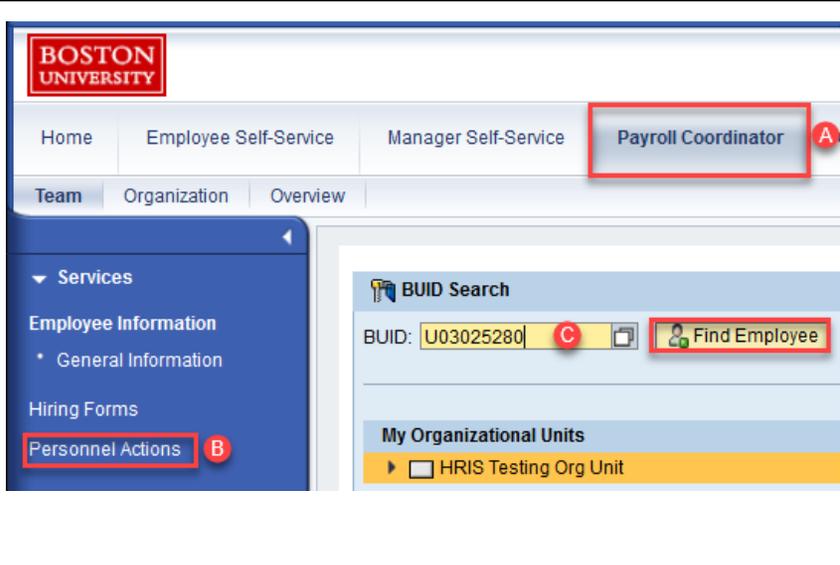


Completing a Leave of Absence/Return from Absence

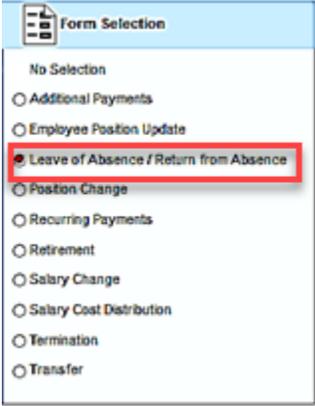
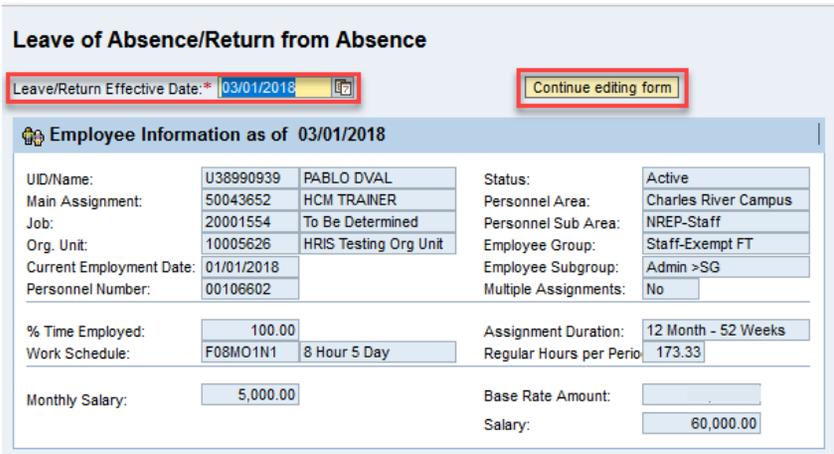
Complete a **Leave of Absence** form whenever an active staff or faculty member goes on an extended paid/unpaid leave of absence (LOA). If an employee takes an unpaid leave of absence, their pay will stop as of the Leave Effective Date. The same form serves the purpose of recording a Return from Absence which is to be filled out to re-start the pay for an employee returning from the absence. Click [here](#) for instructions for filling a **Return from Absence**.

Typical scenarios for using LOA form include unpaid personal leaves (such as sick or vacation) longer than three business days and paid absences greater than 10 business days for exempt/non-exempt staff, faculty academic leaves and fully paid or half paid faculty sabbatical leaves.

If your staff employee needs a “sick” leave of absence for more than 3 days, please contact the HR Service Center (hr@bu.edu) for assessment of the situation. FMLA (Family Medical Leave Act) provides up to 12 weeks of unpaid, job-protected leave to eligible employees who have worked for at least one year, for certain serious family and medical reasons. Reasons for FMLA are listed [here](#).

 <p>The screenshot shows the BUworks Central interface. At the top, there are navigation tabs: Home, Employee Self-Service, Manager Self-Service, and Payroll Coordinator (highlighted with a red box and labeled 'A'). Below these are sub-tabs: Team, Organization, and Overview. On the left, a 'Services' menu is expanded, showing 'Employee Information' (with a sub-item 'General Information'), 'Hiring Forms', and 'Personnel Actions' (highlighted with a red box and labeled 'B'). The main content area shows a 'BUID Search' section with a text input field containing 'U03025280' (labeled 'C'), a search icon, and a 'Find Employee' button (highlighted with a red box). Below this is a 'My Organizational Units' section with a dropdown arrow and a highlighted row for 'HRIS Testing Org Unit'.</p>	<ol style="list-style-type: none"> 1. Log on to BUworks Central https://ppo.buw.bu.edu 2. Based on your privileges, you will see <i>either</i> the Manager Self Service OR the Payroll Coordinator tab. Click on the tab 3. Click on Personnel Actions 4. Enter a BUID and click on Find Employee. Alternatively, via the My Organizational Units area of the screen, click on the black arrow ▶ to expand the Org Units. Click on the specific Org. Unit of the employee for whom you'll be initiating a Leave of Absence/Return of Absence. Click on the specific employee. The row gets highlighted in yellow. Click on Select Form located at the bottom of the screen.
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Completing a Leave of Absence/Return from Absence

 <p>Form Selection</p> <ul style="list-style-type: none"> <input type="radio"/> No Selection <input type="radio"/> Additional Payments <input type="radio"/> Employee Position Update <input checked="" type="radio"/> Leave of Absence / Return from Absence <input type="radio"/> Position Change <input type="radio"/> Recurring Payments <input type="radio"/> Retirement <input type="radio"/> Salary Change <input type="radio"/> Salary Cost Distribution <input type="radio"/> Termination <input type="radio"/> Transfer 	<p>5. Click on the Leave of Absence/Return from Absence radio button <input type="radio"/></p>																																								
 <p>Leave of Absence/Return from Absence</p> <p>Leave/Return Effective Date: <input type="text" value="03/01/2018"/> <input type="button" value="Continue editing form"/></p> <p>Employee Information as of 03/01/2018</p> <table border="1"> <tr> <td>UID/Name:</td> <td>U38990939 PABLO DVAL</td> <td>Status:</td> <td>Active</td> </tr> <tr> <td>Main Assignment:</td> <td>50043652 HCM TRAINER</td> <td>Personnel Area:</td> <td>Charles River Campus</td> </tr> <tr> <td>Job:</td> <td>20001554 To Be Determined</td> <td>Personnel Sub Area:</td> <td>NREP-Staff</td> </tr> <tr> <td>Org. Unit:</td> <td>10005626 HRIS Testing Org Unit</td> <td>Employee Group:</td> <td>Staff-Exempt FT</td> </tr> <tr> <td>Current Employment Date:</td> <td>01/01/2018</td> <td>Employee Subgroup:</td> <td>Admin >SG</td> </tr> <tr> <td>Personnel Number:</td> <td>00106602</td> <td>Multiple Assignments:</td> <td>No</td> </tr> <tr> <td>% Time Employed:</td> <td>100.00</td> <td>Assignment Duration:</td> <td>12 Month - 52 Weeks</td> </tr> <tr> <td>Work Schedule:</td> <td>F08MO1N1 8 Hour 5 Day</td> <td>Regular Hours per Perio</td> <td>173.33</td> </tr> <tr> <td>Monthly Salary:</td> <td>5,000.00</td> <td>Base Rate Amount:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Salary:</td> <td>60,000.00</td> </tr> </table>	UID/Name:	U38990939 PABLO DVAL	Status:	Active	Main Assignment:	50043652 HCM TRAINER	Personnel Area:	Charles River Campus	Job:	20001554 To Be Determined	Personnel Sub Area:	NREP-Staff	Org. Unit:	10005626 HRIS Testing Org Unit	Employee Group:	Staff-Exempt FT	Current Employment Date:	01/01/2018	Employee Subgroup:	Admin >SG	Personnel Number:	00106602	Multiple Assignments:	No	% Time Employed:	100.00	Assignment Duration:	12 Month - 52 Weeks	Work Schedule:	F08MO1N1 8 Hour 5 Day	Regular Hours per Perio	173.33	Monthly Salary:	5,000.00	Base Rate Amount:				Salary:	60,000.00	<p>6. Leave of Absence Effective Date - Enter the date the absence will begin</p> <p>7. Click on Continue Editing Form. The form automatically expands to show details of the employee such as BUID, Main Assignment, Org. Unit, % time employed, work schedule, Personnel area, Personnel sub-area, Employee group, employee subgroup, base rate amount, salary etc.</p> <p>8. To change the Effective Date of Absence, click on Change Effective Date</p>
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Completing a Leave of Absence/Return from Absence

<p>Type of Leave</p> <p>Expected return date:* <input type="text"/></p> <p><input type="radio"/> Return from Leave</p> <p><input type="radio"/> Leave of Absence - Paid</p> <p><input type="radio"/> Leave of Absence - Faculty Sabbatical Half Pay</p> <p><input checked="" type="radio"/> Leave of Absence - Unpaid</p> <p>Action Reason Academic LOA</p> <ul style="list-style-type: none"> Military Leave Own Serious Health Condition Personal Professional Development Research No Funding Sabbatical, Full Pay Sabbatical, Half Pay Sabbatical, No Pay Sabbatical, Partial Pay Short-Term Disability 	<p>9. Expected Return Date - Enter the date the employee is expected to return to work and select the appropriate option for the absence from the Type of Leave drop-down.</p> <p>10. Action Reason – Select an appropriate reason from the drop-down for Action Reason</p>				
<p>Attachments</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>File Type</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Select File: <input type="button" value="Browse..."/> No file selected.</p> <p><input type="button" value="Attach File"/> <input type="button" value="Delete File"/> <input type="button" value="Clear/Reset"/></p>	File Name	File Type			<p>11. Attachments - Upload backup documentation such as request for leave of absence and department authorization of the absence. Click on Browse, select a file from the documents stored on your computer and click on Attach File</p>
File Name	File Type				

Completing a Leave of Absence/Return from Absence

	<p>12. Comments – Supply a descriptive comment with additional information pertaining to the leave of absence to help expedite the workflow approval for the request</p> <p>13. Click on Review to review your entries.</p> <p>14. If all the data is accurate, and there are no errors, click on Submit Track your submission via the Request Tracker</p>
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RETURN FROM ABSENCE QUICK REFERENCE GUIDE

Follow the exact same instructions as above (Step 1 through 14) except for the following steps.

- In **Step 6**, enter the **Return Effective Date** as the actual date of Return from Absence.
- In **Step 9**, select “**Return from Leave**” option for the **Type of Leave** drop-down.
- In Step 12, Supply any additional information pertaining to **Return from Absence** in the **Comments** section.
- **Review** and **submit** the form for workflow approval. Track your submission via the **Request Tracker**.