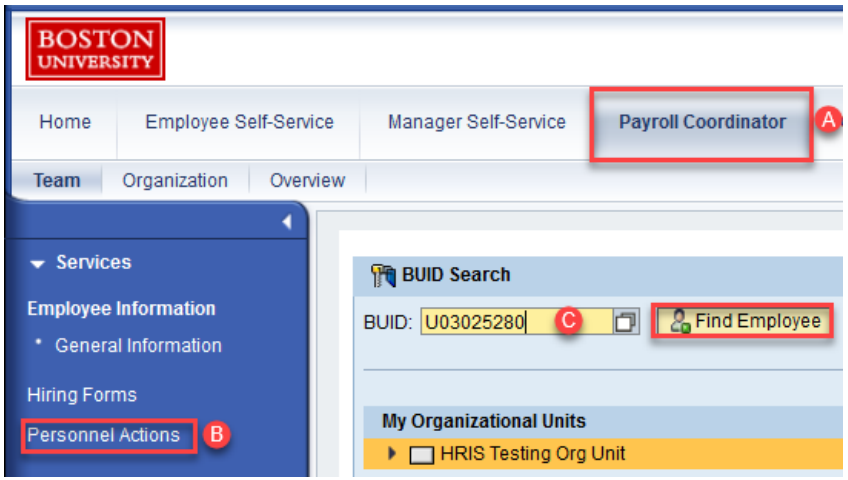
Completing a Leave of Absence/Return from Absence

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.



1. Log on to **BUworks Central** https://ppo.buw.bu.edu

2. Based on your privileges, you will see ***either*** 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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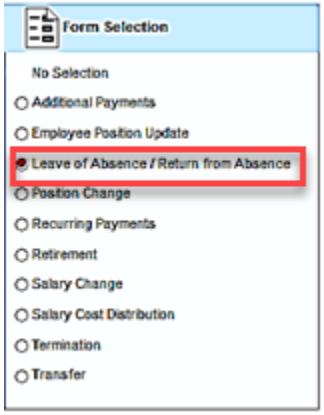
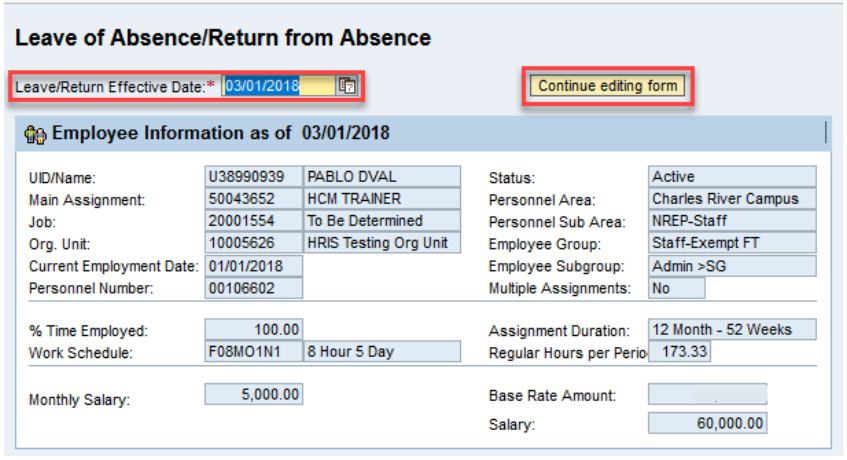


5. Click on the **Leave of Absence/Return from Absence** radio button



6. **Leave of Absence Effective Date** - Enter the date the absence will begin

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.

8. To change the Effective Date of Absence, click on **Change Effective Date**

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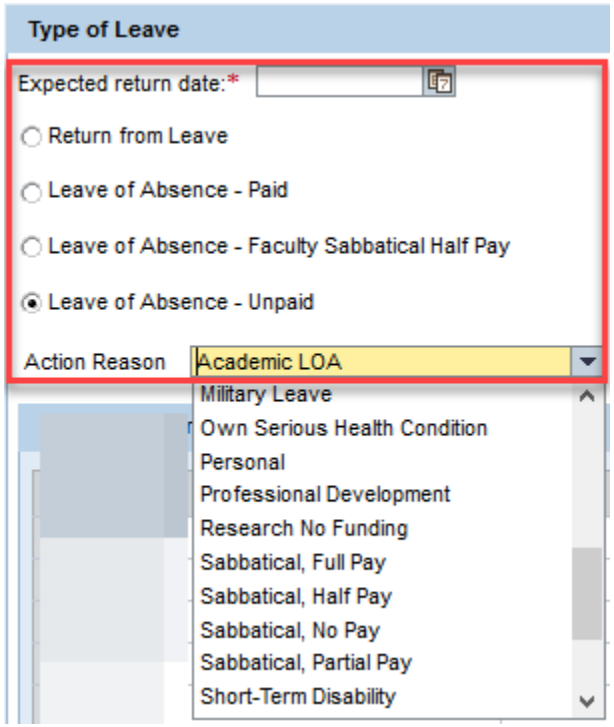

9. **Expected Return Date** - Enter the date the employee is expected to return to work and select the appropriate option for the absence from the **Type of Leave** drop-down.

10. **Action Reason** – Select an appropriate reason from the drop-down for **Action Reason**

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

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

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.**