Before this guide, we’ll explore completion of the Leave of Absence (LOA) form, a form which is designed to accommodate faculty and staff paid and unpaid leaves as well as Return from Absence.

On this guide:

- We’ll cover putting an employee on a leave of absence
- We’ll refer to the form and process as simply “Leave of Absence” or “LOA” in this guide
- There is a separate guide for an employee who is returning from a leave of absence
- For an employee taking an unpaid LOA, their pay will stop as of the Leave Effective Date. To re-start the pay, please complete the Return from Absence form
- There is a Type of Leave field on the LOA form that identifies if the leave is paid, half paid or unpaid. For weekly paid, non-exempt employees, the unit timekeeper will need to enter the appropriate paid absence codes (2001 sick, 2000 vacation, 2005 personal or 2006 comp) or unpaid LOA codes (2015 LOA-personal, 2016 LOA-Medical, 2018 Workers Comp) for the duration of the absence
- The LOA form cannot be processed for inactive or temporary employees as they are ineligible
- Any back-up documentation used for the approval of the Leave of Absence’ form should be attached to it prior to submission

Quick Reference Guide - Personnel Administration
Completing a Leave of Absence / Return from Absence Form

Overview – Leave of Absence

In this guide, we’ll explore completion of the Leave of Absence (LOA) form, a form which is designed to accommodate faculty and staff paid and unpaid leaves as well as Return from Absence

On this guide:
- We’ll cover putting an employee on a leave of absence
- We’ll refer to the form and process as simply “Leave of Absence” or “LOA” in this guide
- There is a separate guide for an employee who is returning from a leave of absence

Notes

- For an employee taking an unpaid LOA, their pay will stop as of the Leave Effective Date. To re-start the pay, please complete the Return from Absence form
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Accessing the Leave of Absence Form

1. From the BUworks Central portal, based upon your role, begin by selecting either the Manager Self-Service or Payroll Coordinator tab
2. Click the link labeled Personnel Actions.
3. Via the Organizational Structure area of the screen, click on the Org Unit in which the employee for whom you’ll be completing a Leave of Absence form is assigned
   Tip: You can expand the display of the Org Structure by clicking the arrow next to an Org Unit (e.g., ▼ ▪ EIO Administration). You may also search by BUID
   Click on ▪ ▪ Find Employee
5. From the display of employees, click the Selection button □ to choose a specific employee
6. Click Select Form
7. Click the radio button □ LOA / Return from Absence

Completing the Leave of Absence Form

1. Leave/Return Effective Date - Enter the start date of LOA (e.g., 06/05/2014). Click on Continue editing form
2. To change Effective Date of Absence, click Change Effective Date
3. Expected return date - Enter the expected date the employee will return to work (e.g., 08/01/2014)
4. Type of Leave - Select the radio button to indicate the type of leave the employee is going on (Fully Paid, Half paid Sabbatical or Unpaid)
5. Action Reason – Select the applicable reason for the leave (Administrative, Birth of Child, Adoption etc.)
6. Use Attachments > Browse... > ✅ Attach File to upload any back-up documents used for approval of the LOA.
7. Comments - Supply additional information pertaining to the Leave of Absence to help expedite the Workflow approval for your form. Your comments are viewable only to Workflow approvers.
8. Click Review to review your form entries.
9. Click Submit. You’ve submitted the completed form for the leave of absence!

Track Workflow approvals via your Request Tracker.

06/01/2014