## Overview – Return from Absence

In this guide, we’ll explore completion of a Leave of Absence. This PA form Leave of Absence / Return from Absence is designed to accommodate both faculty and staff Paid and Unpaid Leaves as well as Return from Absence.

On this guide:
- We’ll cover how to return an employee from a leave
- We’ll refer to the form and process as “Return from Absence”
- There is a separate guide for an employee who is being placed on a leave of absence (LOA)

## Accessing the Return from 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 Return from 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., Elig Administration). You can also search by BUID.
4. Click to choose a specific employee.
5. Click to select the Return from Absence form.
6. Click the radio button LOA / Return from Absence.

## Completing the Return from Absence Form

1. **Leave/Return Effective Date**: Enter the date the employee will return to work (e.g., 08/01/2014).
2. Click.
3. To change effective date click.
4. **Type of Leave**: Select Return from Leave.
5. **Action Reason**: This disappears upon selection and is automatically populated in SAP.
6. Proceed to add attachments and/or comments.

## Adding Attachments and Comments

7. Via Attachments, click > to upload any back-up documents used for approval of the Return from Absence.
8. **Comments**: Supply any additional information pertaining to the Return from Absence to help expedite the Workflow approval for your form. Your comments are viewable only to Workflow approvers.
9. Click to review your form entries.
10. Click to submit.

You’ve submitted the completed form for the Return from Absence!

Track Workflow approvals via your Request Tracker.