



HCM Newsletter

July 2017

Greetings!

Isn't it great to finally experience some warm weather? The topic for this month's issue of the newsletter is "Leave of Absence (LOA)/Return from Absence" form which allows you to record an employee's *non-FMLA* leave of absence in SAP. This single form processes requests for Leave of absence (LOA) as well as Return from absence. Typical scenarios for using LOA form include unpaid personal leaves (such as sick or vacation) longer than 3 business days and paid personal leaves longer than 10 business days for exempt/non-exempt staff as well as faculty academic leaves and fully paid or half paid faculty sabbatical leaves.

If your staff employee or their dependent needs a "sick" leave of absence for more than 3 days, please contact HR Service Centre Leave Administration Lead, Kimberly Lyons 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:

<https://www.bu.edu/hr/policies/federal-and-state-laws/family-and-medical-leave-act-fmla/>

To pay your employees on time, please submit OM (Organization Management actions such as Create/Maintain/Delimit Positions) and PA (Personnel Actions related to changes in employee details such as employee position updates(EPU), leave of absence/return from absence, salary changes, salary cost distributions, terminations, position changes, transfers and retirement) forms well before the deadlines. Here is the calendar for OM & PA form submission cutoff dates for the next three months: <http://www.bu.edu/hr/manager-resources/employee-time-an/buworks-forms-deadlines/>

Please keep in touch and let me know if this newsletter has helped you in any way by emailing me at srao22@bu.edu. Please visit the [HCM Training Resources Webpage](#) and send me your questions, comments and suggestions.

Shuchita Rao

(HCM Trainer)

FAQs about the Leave of Absence/Return from Absence

1. What is the "Leave of Absence" form and when is to be used?

A. The Leave of Absence form is used to record extended absences for staff and faculty. It is most commonly used to record an *unpaid* personal absence for an exempt/non-exempt staff member that lasts more than 3 business days. It is also used for recording a fully paid/half paid sabbatical leave for a faculty. Exempt employees can also apply for time off through the Time Off Request link in Employee Self Service and non-exempt employees can use time sheets to record absences. If the absence is unpaid and longer than 3 business days or the absence is paid and longer than 10 business days, you are advised to use the Leave of Absence (LOA) form.

2. Once I process the Leave of Absence (LOA) form, do I also need to use the Return from Absence form?

A. Yes. The Leave of Absence begins on the effective date specified on the LOA form. Once the form is approved, the return date needs to be specified on the Return from Absence form. In case of an unpaid leave of absence, the salary is re-instated from the effective date on the Return from Absence form. Note that the form for Leave of Absence as well as Return from Absence is the same.

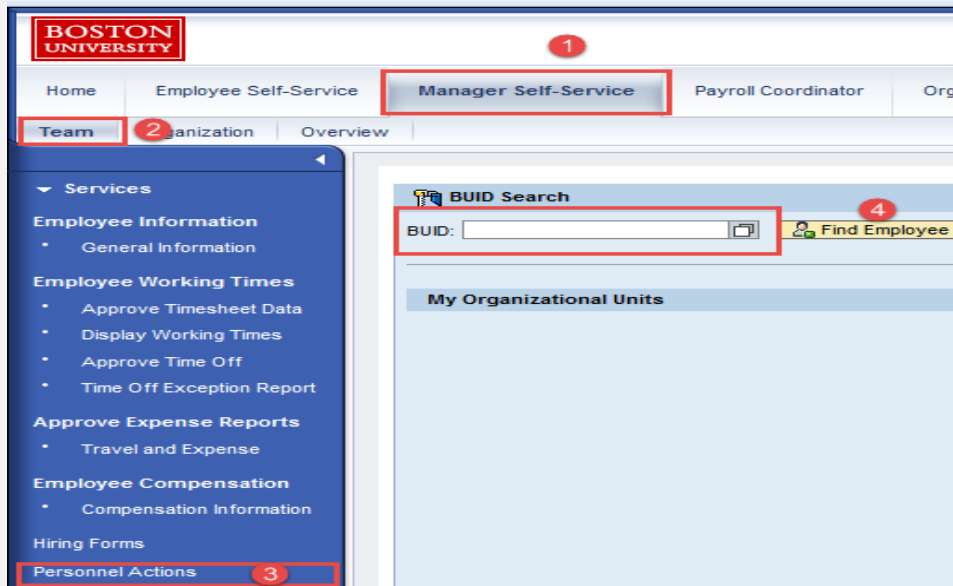
3. What is our university's sick leave policy?

A. An employee may use accrued leave for personal illness or injury or for the care of a member of the immediate family who is ill. All regular, full-time employees and regular, part-time employees scheduled to work at least 50% of the regularly scheduled workweek are eligible upon hire to accrue and use sick leave in accordance with

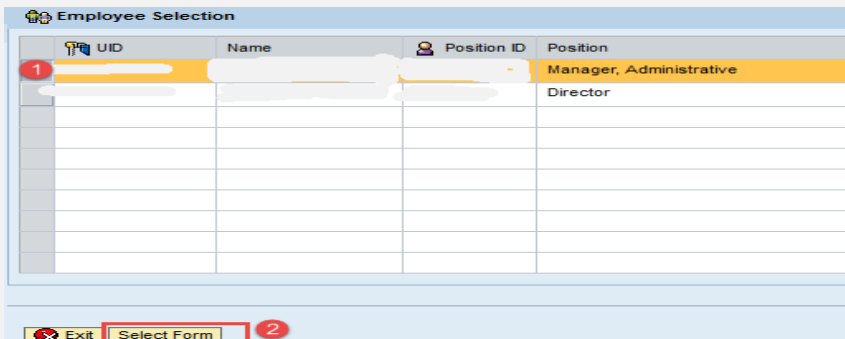
the provisions of the university’s policy. Employees are eligible to use their accrued sick leave after completing three (3) months of continuous service. An employee may also request an unpaid personal leave of absence from work for a consecutive period between 11 work days and 3 calendar months, which may be granted after an employee has exhausted available vacation leave, personal days, or applicable and available compensatory time. For more information, refer to the [Employee Handbook](#)

4. How does one access Leave of Absence (LOA)/Return from Absence forms?

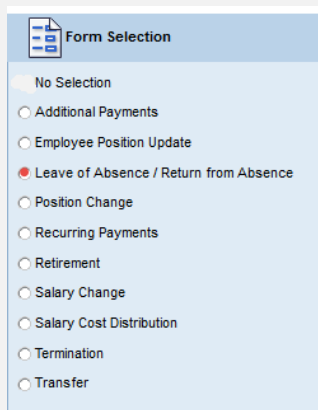
- A. Login to BUworks Central (<https://www.bu.edu/buworkscentral>). From either the “Manager Self Service” or the “Payroll Coordinator” tab, click on the **Team** tab. Click on “**Personnel Actions**”. Enter BUID of employee and “**Find Employee**”. Once the employee record appears, click on Select Form and choose Leave of Absence (LOA)/Return from Absence option.



Click on the row containing the employee’s record. Now, click on “**Select Form**”.



Choose “**Leave Of Absence/Return from Absence**” option from the list.



5. What are the mandatory fields to be filled on the Leave of Absence form?

A. Leave Effective Date, Action Reason, Expected Return Date and Comment are the mandatory fields on the LOA form.

6. How does one access the Return from Absence form? What fields are to be entered on the form?

A. The sequence of steps is the same as above (accessing LOA form). Once the Return Effective Date is specified, select the "Return from Leave" option from the Type of Leave section. Specify the Expected return date and action reason as "Return from Leave". Attach relevant documentation and click on "Review" and then on "Submit".

7. How long does it take for the Leave of Absence (LOA)/ Return from Absence form to be approved?

A. Both the forms typically takes between 3-5 business days to be approved by Central Human Resources and Internal approvers. The Return from Absence action can only be initiated after the Leave of Absence form has been submitted. The status of the submitted requests can be monitored through the Request tracker.

8. Where are instructions on using the Leave of Absence (LOA) and Return from Absence forms available?

A. The LOA Guide is located at http://www.bu.edu/tech/files/2015/12/leave_of_absence_qrg.pdf and the Return from absence guide is located at http://www.bu.edu/tech/files/2016/01/Return_from_leave_of_absence.pdf

Upcoming Instructor Led Trainings (Please register at <http://www.bu.edu/tech/training>)

Training Name	Date and Time	Location
HCM Overview Training	Wednesday, July 7 (2PM to 3:30PM)	Room HR244, 25 Buick St and Webinar for Med Campus Employees
PPOSE/Nakisa Training	Wednesday, July 12 (9:30AM to 11AM)	Room HR244, 25 Buick St and Webinar for Med Campus Employees
Hiring Form Training	Wednesday, July 19 (9:30AM to 11AM)	Room HR244, 25 Buick St and Webinar for Med Campus Employees
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Wednesday, July 26 (9:30AM to 11AM)	Room HR244, 25 Buick St and Webinar for Med Campus Employees