



File Name	Paid Leave.doc
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Paid Leave

Concept

Employees can request a paid leave of absence (Paid LOA). A Paid LOA must have manager approval. For employees on Worker's Comp, see Worker's Comp process. Also see [Return from Paid Leave](#) process.

Health Paid Leave:

- Employees will be paid by using their accrued vacation and/or sick leave. There is no change to the employee's benefits.
- Once the employee has used all vacation, sick and compensatory leave, they are placed on **Unpaid Leave** unless granted an extension or advance of sick/disability leave.

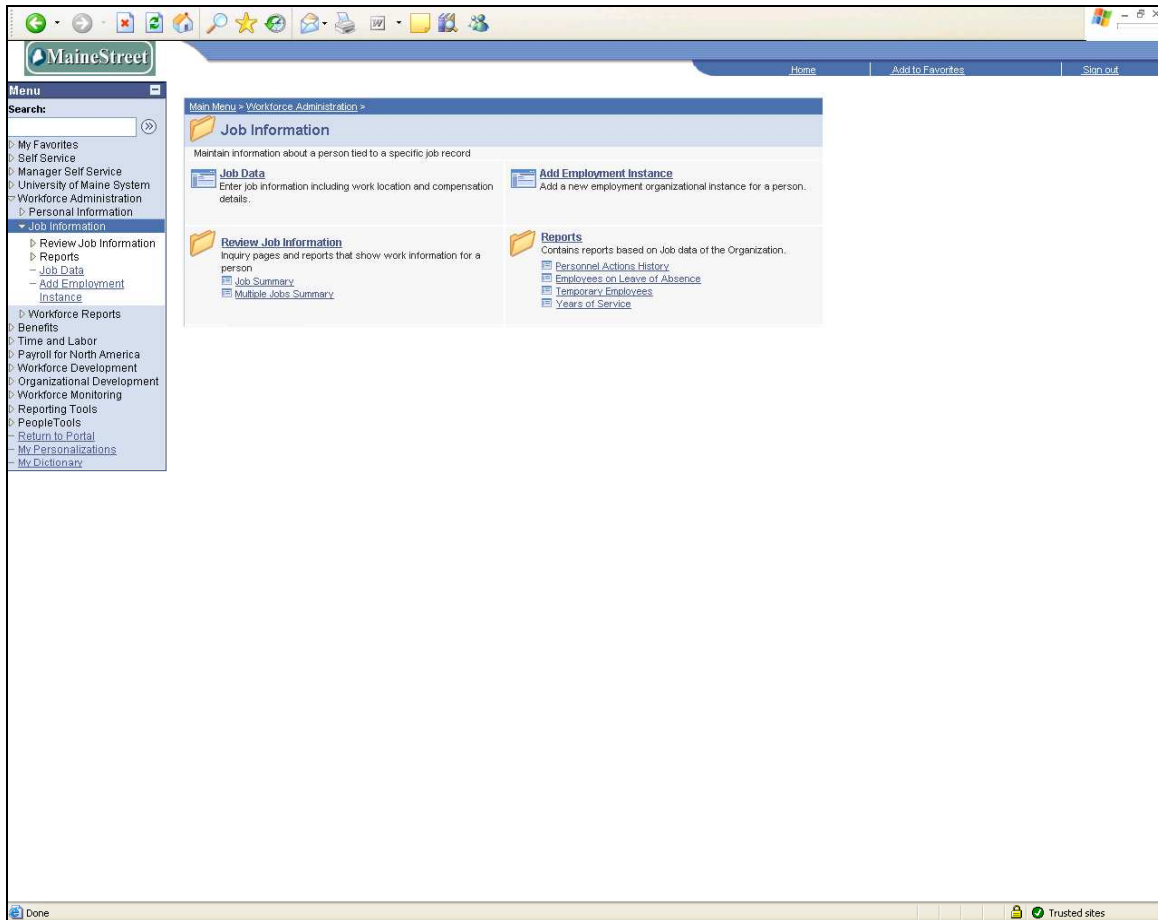
Sabbatical Paid Leave: See [Paid Sabbatical Leave](#) process.

- Employees are paid full or half of their regular pay. There is no change to the employee's benefits.

Jury Duty Paid Leave

- Employees are paid their regular pay. There is no change to the employee's benefits.

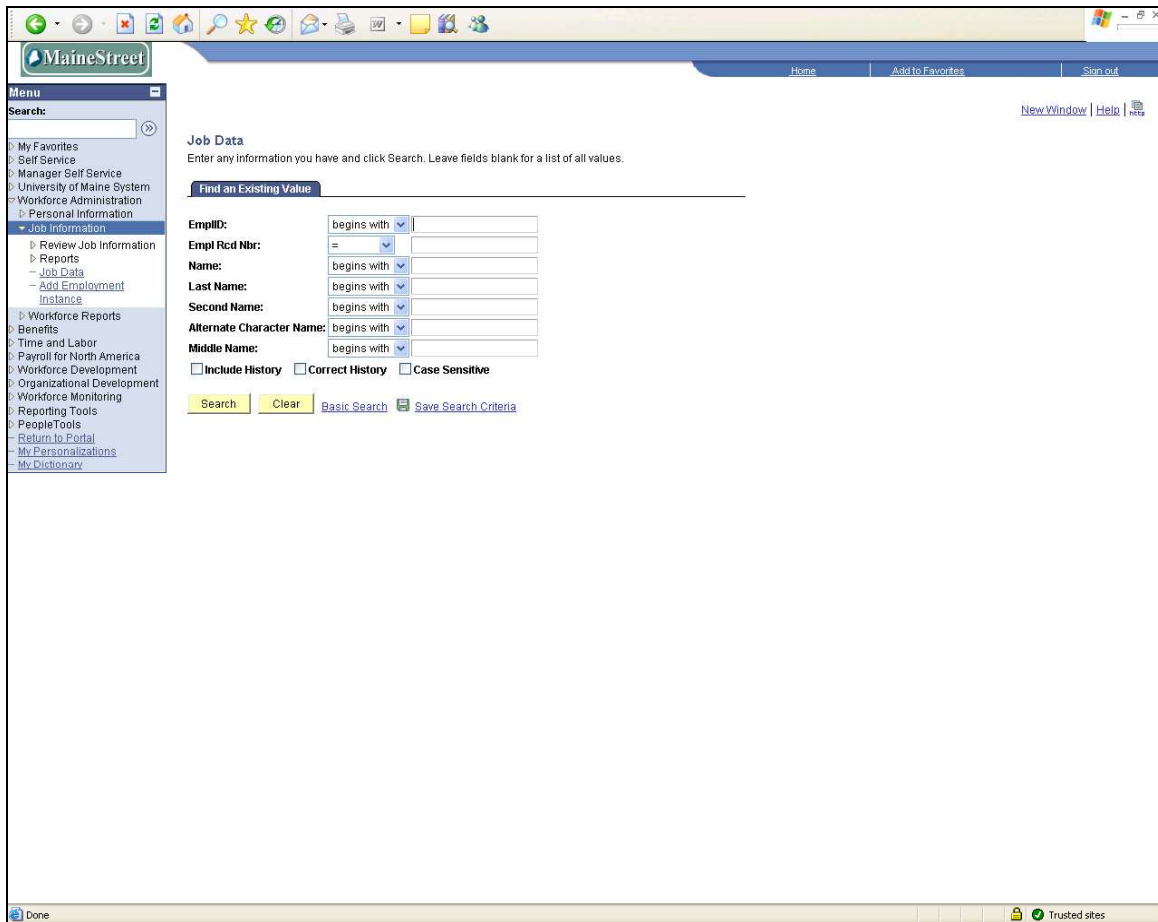
Navigation:



Step	Action
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- | | |
|----|---|
| 1. | Click the Workforce Administration link. |
| 2. | Click the Job Information link. |
| 3. | Click the Job Data link. |

Procedure:



MaineStreet Home Add to Favorites Sign out

New Window Help HRMS

Menu

Search: []

- My Favorites
- Self Service
- Manager Self Service
- University of Maine System
- Workforce Administration
 - Personal Information
 - Job Information
 - Review Job Information
 - Reports
 - Job Data
 - Add Employment Instance
 - Workforce Reports
 - Benefits
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Workforce Monitoring
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - My Personalizations
 - My Dictionary

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: [begins with] []

Empl Rcd Nbr: [=] []

Name: [begins with] []

Last Name: [begins with] []

Second Name: [begins with] []

Alternate Character Name: [begins with] []

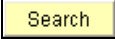
Middle Name: [begins with] []

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Done Trusted sites

Step	Action
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- | | |
|----|---|
| 4. | Search for an existing employee record by entering EmplID , Name or Last Name . Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review. |
| 5. | Click the Search button or [Enter] to continue.
 |
| 6. | If multiple employee records are listed, click on the appropriate employee record. |

Process Document

HRMS: Paid Leave



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Paid Leave EMP ID: 0099999 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active

*Effective Date: 07/01/2008 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Pay Rate Change Across-The-Board

Last Start Date: 09/14/1982 Termination Date:

Expected Job End Date:

Position Number: 00099999 Administrative Assistant II Position Entry Date: 09/01/2005

Regulatory Region: USA United States

Company: UMS University of Maine System

Business Unit: UMS06 University of Southern Maine

Department: PGANY Geography & Anthropology Department Entry Date: 09/14/1982

Location: P00200 Gorham Campus

Establishment ID: UMS06 University of Southern Maine

Date Created: 06/30/2008

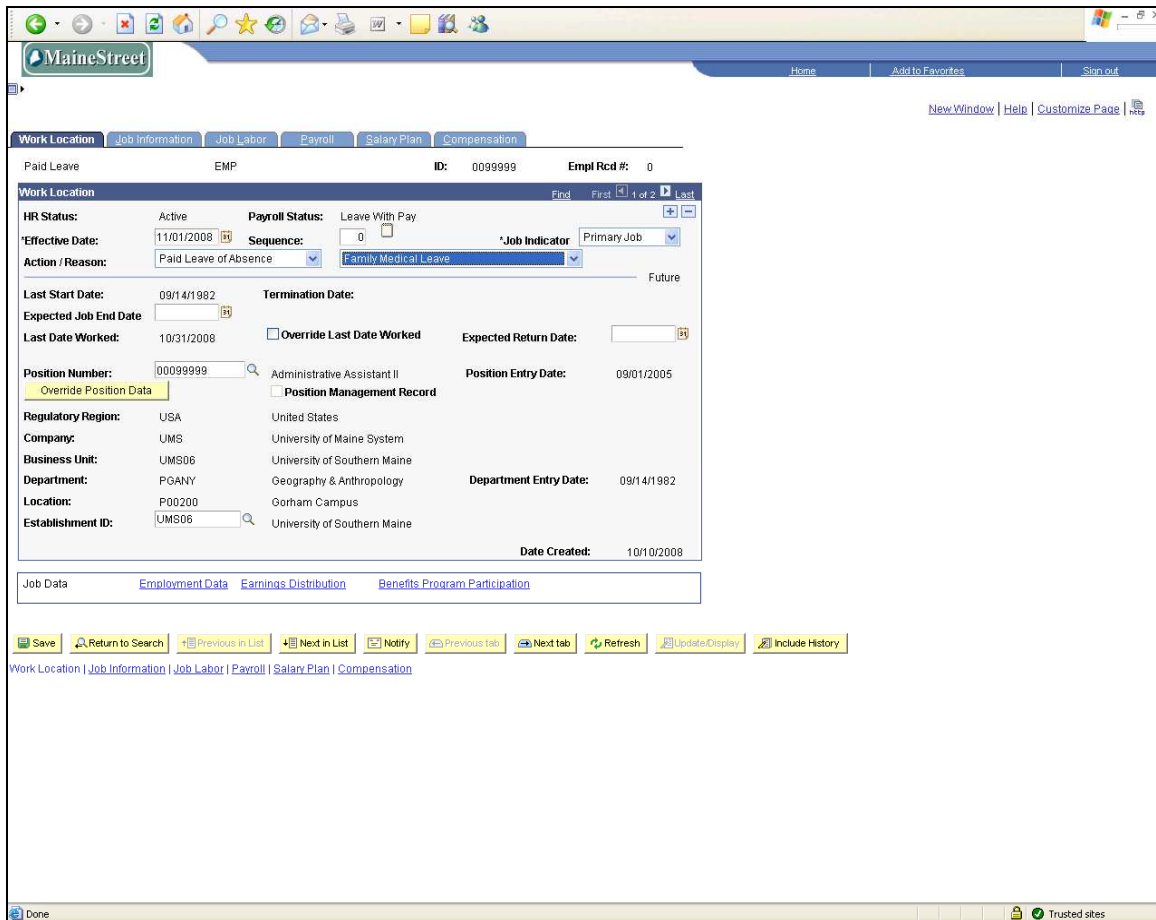
Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Step Action

7. Click the **Plus (+) key** to add a new job row.
8. Enter the **Effective Date** of the leave.
9. **Sequence** field defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
10. Click the **Drop-down arrow** to select from the **Action** list.
11. Click the **Paid Leave of Absence** list item.
12. Click the **Drop-down arrow** to select from the **Action/Reason** list.
13. Select the appropriate **Reason** from the available values.



The screenshot shows a web browser window displaying the HRMS interface. The main content area is titled 'Paid Leave' and contains a form for employee 'EMP' with ID '0099999'. The form is organized into several sections:

- Work Location:** EMP, ID: 0099999, Empl Rcd #: 0
- HR Status:** Active, Payroll Status: Leave With Pay
- Effective Date:** 11/01/2008, Sequence: 0, Job Indicator: Primary Job
- Action / Reason:** Paid Leave of Absence, Family Medical Leave
- Last Start Date:** 09/14/1982, Termination Date: Future
- Expected Job End Date:** (empty), **Last Date Worked:** 10/31/2008, Override Last Date Worked, **Expected Return Date:** (empty)
- Position Number:** 00099999, Administrative Assistant II, Position Entry Date: 09/01/2005
- Regulatory Region:** USA, United States
- Company:** UMS, University of Maine System
- Business Unit:** UMS06, University of Southern Maine
- Department:** PGANY, Geography & Anthropology, Department Entry Date: 09/14/1982
- Location:** P00200, Gorham Campus
- Establishment ID:** UMS06, University of Southern Maine
- Date Created:** 10/10/2008

At the bottom of the form area, there is a 'Save' button and a row of navigation buttons: Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History.

Step	Action
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| 14. | The fields ' Last Date Worked ' and ' Expected Return Date ' will appear on the panel after the Action on ' Leave of Absence ' has been selected. |
|-----|--|

To edit the '**Last Date Worked**' field, click the checkbox next to the '**Override Last Date Worked**'.

The '**Expected Return Date**' is an optional field. Data entered can be used for reporting purposes.

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| 15. | Click the Save button. |
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Step	Action
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16.	Time & Labor
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Hourly Employees:

The employee's Time and Labor Administrator or Time Approver must:

1. Enter the vacation or sick hours for a **Health** leave
2. Enter their regular hours for **July Duty** or **Witness** leave.
3. An **hourly** employee is only paid for time entered through T&L.

Salaried Employees:

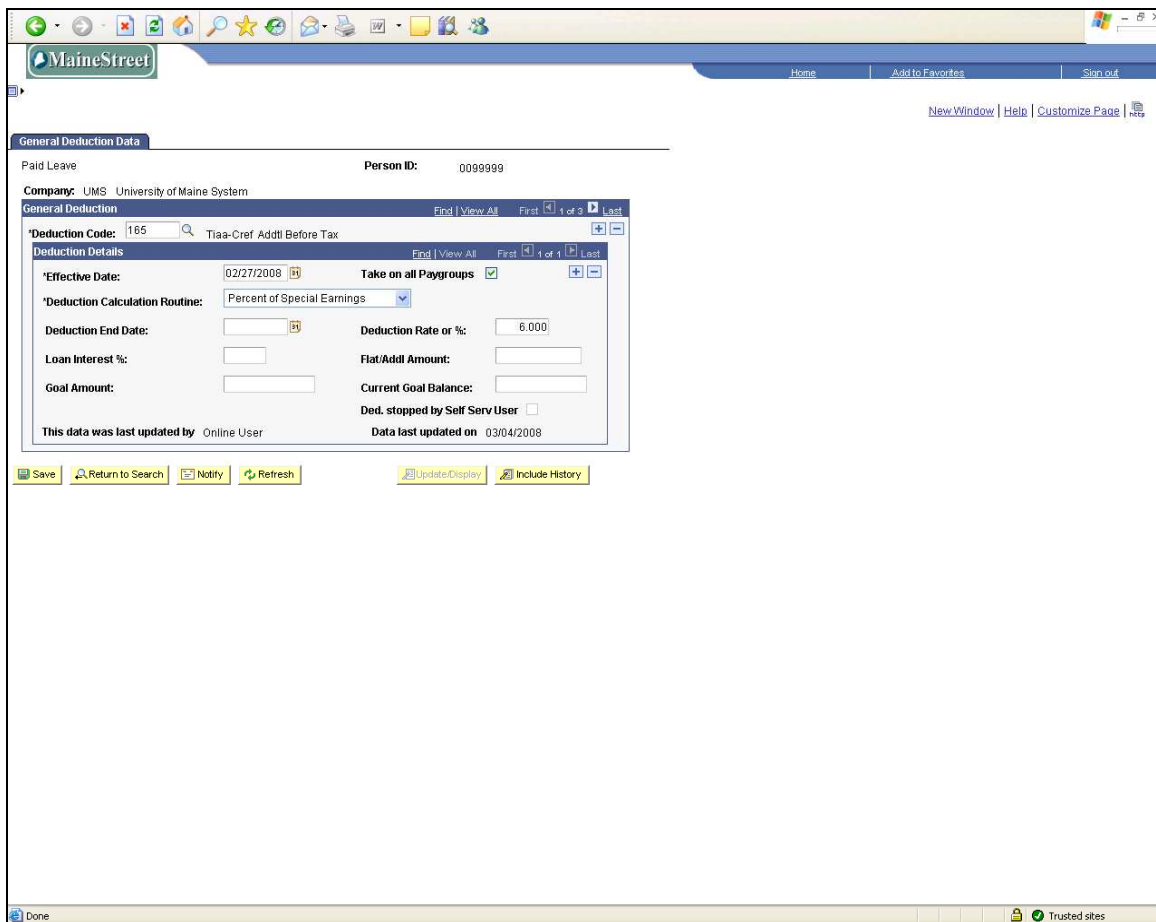
The employee's Time and Labor Administrator or Time Approver must:

1. Enter the vacation or sick hours for a **Health** leave. A **salaried** employee will receive their regular pay unless the hours are designated vacation or sick time.
2. No T&L data entry is required for a **Jury Duty** or **Witness** leave.

Health Leave:


When an hourly or salaried employee has exhausted their vacation, sick and compensatory leave hours, they are placed on an

Refer to the **Unpaid Leave** process.



Step	Action
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| 17. | If the employee is receiving less than full pay, but wishes to have TIAA-CREF withheld based on full pay, set up Deduction Code 344 for additional after-tax contributions.
(See General Deduction process for additional information)

Click the Plus (+) key to add a new deduction. |
| 18. | Enter the Deduction Code 344 . |
| 19. | Enter the Effective Date when the deduction should begin. |
| 20. | Click the Take on all Paygroups option. |
| 21. | Click the Drop-down arrow to select from the Deduction Calculation Routine list. |
| 22. | Click the Percent of Special Earnings list item. |
| 23. | If applicable, Enter the Deduction End Date . |
| 24. | Enter 4.00 percent into the Deduction Rate or % field. |
| 25. | Click the Save button.  |