



File Name	Return from Unpaid Leave.doc
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Status	Final

Return from Unpaid Leave

Concept

Description:

Employees can request an unpaid leave of absence (LOA) that may extend over multiple months/years of time. A LOA must have manager approval. If the employee's leave is expected to be less than a pay period, there will be no change in benefits. If the leave extends beyond a pay period, OR if the employee will miss at least one paycheck, the employee should complete the Leave of Absence Layoff form. The employee may elect to continue certain benefits and is responsible to pay the total monthly premium or only their normal share of the monthly premium for benefits to be retained and forward this information to the System Benefits Office. The System Benefits Office administers collection and record keeping of benefit payments using Benefits Billing. Also see processes for Return from Unpaid Leave and Return from Leave for Temporary Assignment.

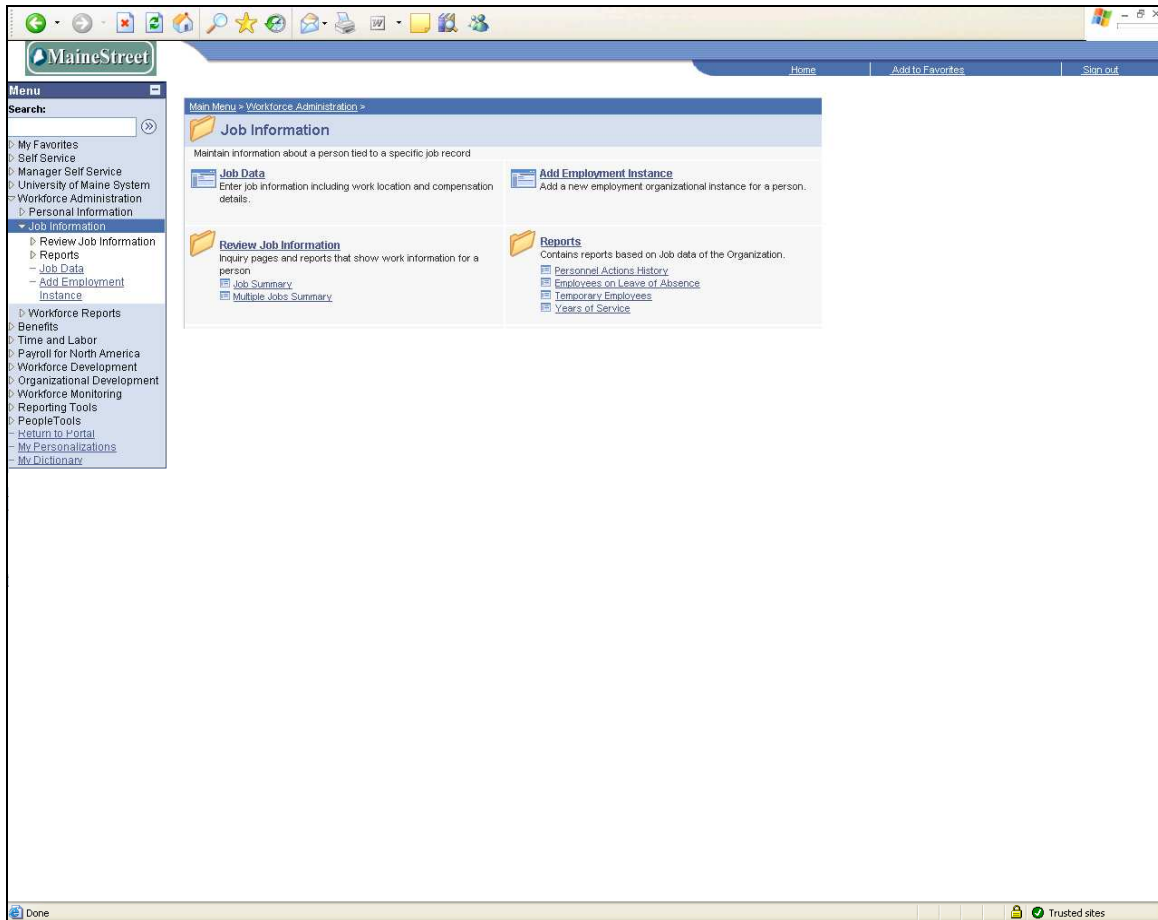
Note: Follow the **Short Work Break** process for Biweekly paid employees taking time off for a period of time (i.e. over the summer months).

Process Document

HRMS: Return from Unpaid Leave

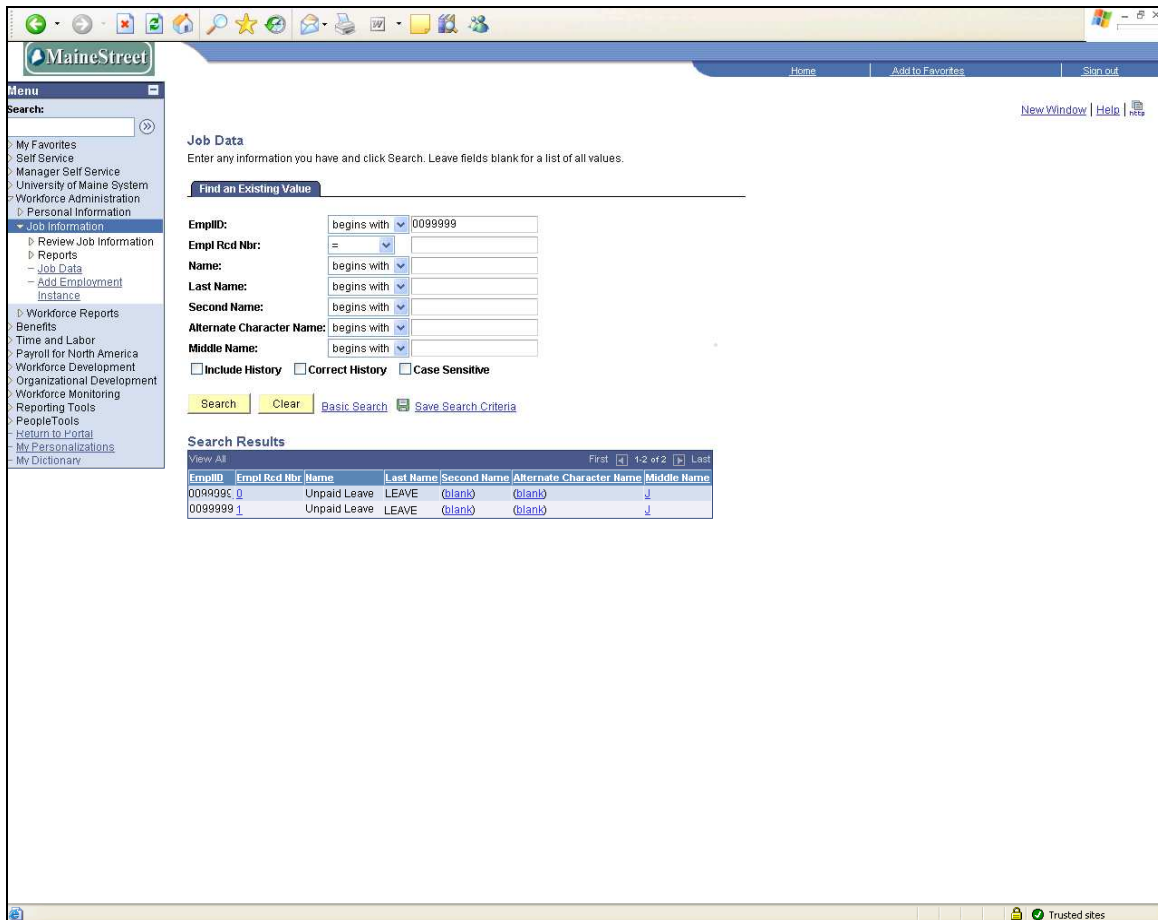


Navigation:



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

Procedure:

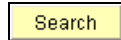


Step	Action
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- | | |
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| 4. | To Search for an existing employee record: Enter EmplID , Name or Last Name . |
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Drop-down menus can be used to select '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.

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| 5. | Click the Search button. |
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| 6. | If multiple employee records are listed, click on the appropriate employee record. |
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Process Document

HRMS: Return from Unpaid Leave



Work Location EMP ID: 0099999 Empl Rcd #: 0

Work Location

HR Status: Active Payroll Status: Active

Effective Date: 02/01/2009 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Return from Leave Return From Unpaid Leave

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

Expected Job End Date

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

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: UMS University of Maine System

Business Unit: UMSD6 University of Southern Maine

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

Location: POD200 Gorham Campus

Establishment ID: UMSD6 University of Southern Maine

Date Created: 10/10/2008

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 return from 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 **Return from Leave** list item.
12. Click the **Drop-down arrow** to select from the **Action/Reason** list.
13. Select the appropriate **Reason** code.
14. Click the **Save** button.





Step	Action
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15.	<u>Benefits:</u>
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1. Notify System Benefits Office to cease Benefits Billing.
2. The Benefits Administration process will run overnight to prepare the employee benefit options. Refer to **On-Demand Event Maintenance** or **Election Entry** process.
3. Print the Enrollment form and distribute to the employee.
4. Complete the data entry to enroll the employee in their selected options.
5. **Optional** - print and distribute the Confirmation form.