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).
Navigation:

1. Click the **Workforce Administration** link.
2. Click the **Job Information** link.
3. Click the **Job Data** link.
Procedure:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 4.   | To Search for an existing employee record: Enter **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. |
| 6.   | If multiple employee records are listed, click on the appropriate employee record. |
7. Click the **Plus (+) key** to add a new job row.

8. Enter the **Effective Date** of the Unpaid 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 **Leave of Absence** list item.

12. Click the **Drop-down arrow** to select from the **Action/Reason** list.

13. Choose the appropriate **Reason** code.
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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. |
| 15.  | Click the Save button.  

Click the \[Save\] button. |
| 16.  | **Benefits:**  

Follow the Event Maintenance LOA Event process to complete the Benefits portion of the LOA in the case of an unpaid leave of absence. |