



File Name	Unpaid Leave.doc
Document Created	10/23/2008
Last Changed by	Ann M. Flood
Status	Final

Unpaid Leave

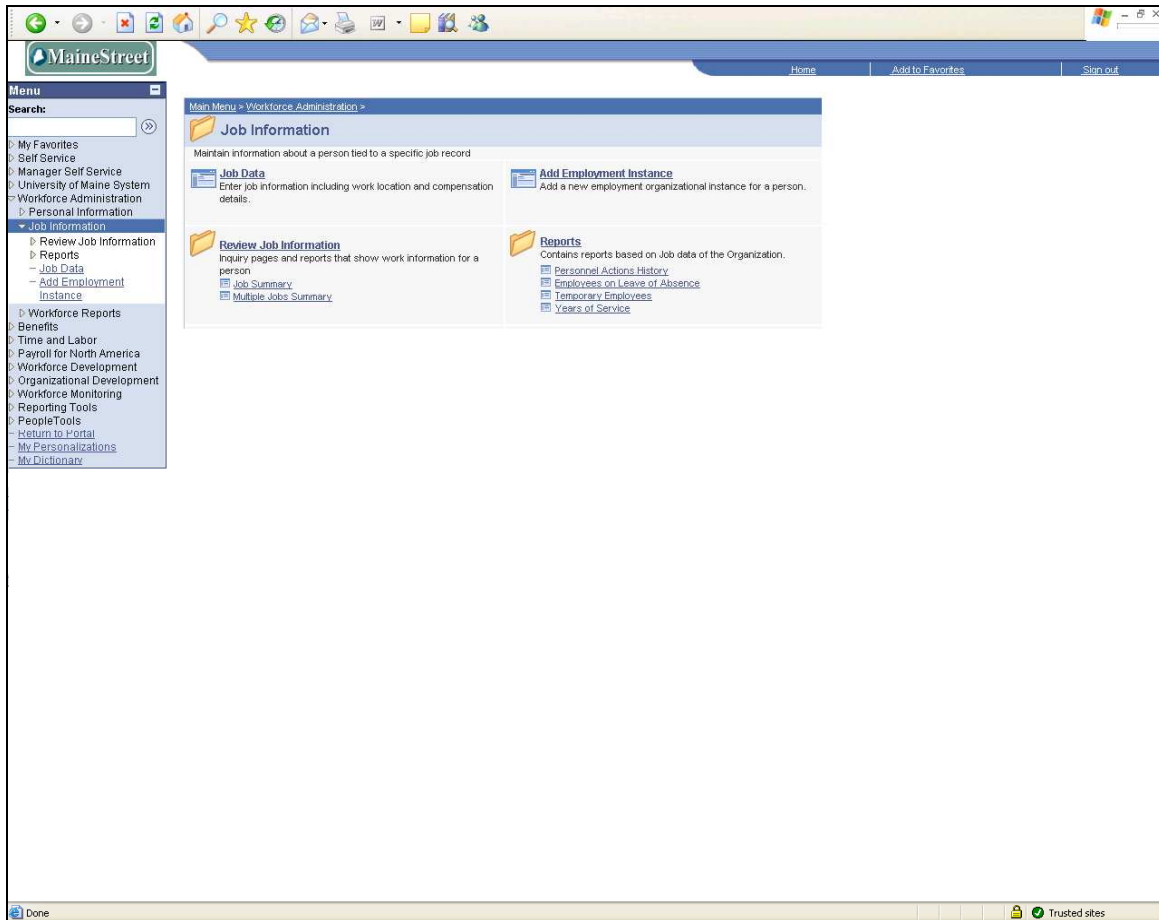
Concept

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).*

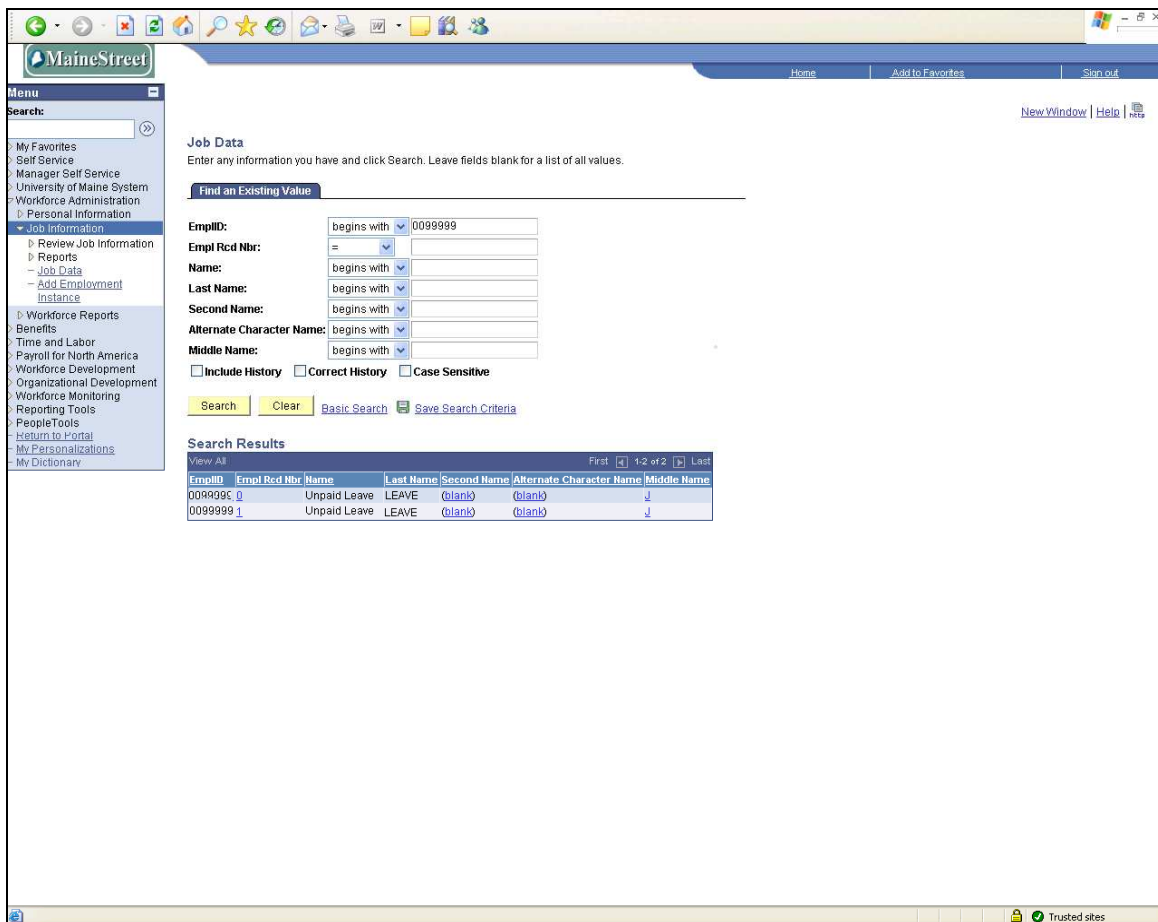
Navigation:



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:

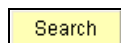


Step	Action
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| 4. | To Search for an existing employee record: Enter EmplID , Name or Last Name . |
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Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. 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: Unpaid Leave



Unpaid Leave EMP ID: 0099999 Empl Rcd #: 0

Work Location

HR Status: Active Payroll Status: Leave of Absence

Effective Date: 11/01/2008 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Leave of Absence Personal Leave

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

Expected Job End Date: Last Date Worked: 10/31/2008 Override Last Date Worked: Expected Return Date: 02/01/2009

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

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
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- | | |
|-----|---|
| 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. |



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.

15. 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.