

Leave of Absence

The steps below demonstrate how to create a Leave of Absence for an employee. You can **create a partial Leave of Absence or full Leave of Absence** for an employee. Full or partial Leaves of Absence must be entered into the SMT.

An employee MUST send the Leave Request and supporting documentation to the Leave Specialist in Human Resources. Once Human Resources has approved the leave, you will receive an email from the Leave Specialist.

You must perform the Return from Leave of Absence action when the employee's Leave of Absence has ended.

Step 1: Enter the Effective Date for the Leave of Absence.

NOTE: You must enter the Effective Date **before** you select any action. The Effective Date will become display-only after the action is selected.

Step 2: Select Leave of Absence from the Action list.

The screenshot shows the 'View/Change' screen for employee Banderas, Antonio. The 'Effective Date' field is set to 07/01/2013 and is circled in red. The 'Action' dropdown menu is open, showing 'Leave of Absence' as the selected option, which is also circled in red. Other options in the dropdown include End Employment, Location Change, etc. The 'Apply' button is visible at the bottom.

Step 3: Read the message information about creating a vacancy.

Click OK to continue entering a Leave of Absence.

The screenshot shows a 'Message' dialog box with the text: 'This action will create a vacancy. Click OK to continue or Cancel to re-enter a new action. (20000,36)'. The 'OK' button is circled in red.

Step 4: Read the pop-up message information about entering FTE for a Leave of Absence.

Click OK to continue entering a Leave of Absence.

The screenshot shows a 'Message' dialog box with the text: 'Enter the amount of FTE the Employee will continue to work, or 0 if the Leave is full. (20000,40)'. Below this, it says 'LOA paperwork submission is required.' The 'OK' button is circled in red.

Step 5: Enter the new FTE the employee will work.

If the employee is going on a partial Leave of Absence (e.g. 0.50 employee on site; 0.50 Leave of Absence), enter the amount of FTE the employee will continue to work.

If the employee is going on a full-time Leave of Absence enter 0.00 for the FTE.

Step 6: Click OK to save the changes and return to the Staffing Summary page.

ViewChange

Department 6987 Imagination Notes Fiscal Year 2014 SMT Help
 Location 110 Imagination K-8 General Fund Balance 1.500 Actions Glossary
 Employee 016830 Banderas, Antonio Title I Balance 0.090
 Title IC Balance 0.000

Effective Date	Seq	Action	Name	Empl ID	Rcd #	Position #	Assignment Title	Vacancy Status	Empl Status	Dept ID	Loc	Work Days	Post FTE	Position Details
07/01/2013	1	Baseline	Banderas, Antonio	016830	0	00000382	Teacher-K8 Gr 4 Spanish Imm		Active	6987	110	190	1.000	Position Details
07/01/2013	2	Leave of Absence	Banderas, Antonio	016830	0	00000382	Teacher-K8 Gr 4 Spanish Imm	Fill P2 EX	Active	6987	110	190	0.000	Position Details

OK Cancel Apply

NOTE: After saving, you will notice that the Action automatically changes from “Leave of Absence” to “LOA - Working FTE.”

NOTE: If you click Cancel at this point, the Leave of Absence Row will not be saved; however, the vacancy will have already been created and you will need to delete the vacancy.

ViewChange

Department 6987 Imagination Notes Fiscal Year 2014 SMT Help
 Location 110 Imagination K-8 General Fund Balance 1.500 Actions Glossary
 Employee 016830 Banderas, Antonio Title I Balance 0.090
 Title IC Balance 0.000

Effective Date	Seq	Action	Name	Empl ID	Rcd #	Position #	Assign
07/01/2013	1	Baseline	Banderas, Antonio	016830	0	00000382	Teach Spani
07/01/2013	2	LOA - Working FTE	Banderas, Antonio	016830	0	00000382	Teach

OK Cancel Apply

Step 7: The employee will now have two rows on the Staffing Summary page.

The first row reflects the amount of FTE the employee will work (from 0.000 - 0.999), and displays a status of "Active." The action name for this row is automatically updated to "LOA – Working FTE" when the FTE changes are saved.

A second row will display the amount of Leave FTE (.001 - 1.000) the employee is taking, with an employee status of "Leave." The action is called "Leave of Absence."

Note that the ▲s next to both rows are filled, indicating a change.

Step 8: In the Vacancy section, note the new "Leave Backfill" vacancy created as a result of the Leave of Absence action. It will have the same position number, funding, and description as that of the employee who is taking the Leave of Absence.

NOTE: Vacancies created by a Leave of Absence default to a Vacancy Status of Recruit. See the Fill Vacancy action (page 40) on filling the Leave Backfill position.

NOTE: A note attached to the vacancy will automatically be created and indicate the reason for the vacancy. For example, "Vacancy due to the Leave of Absence of Mouse, Mickey." The note will be added under the name of the person who performed the action.

Staffing Summary		Limited Term Staffing Summary		Funding Summary		Allocations & Balances		
Department	6987 Imagination	Fiscal Year	2014		Approve & Submit			SMT Help
Location	110 Imagination K-8	General Fund Balance	1.500		Open/Edit			Employee Lookup
Status	Open	Title I Balance	0.090		Run SMT Roster			
		Title IC Balance	0.000					

Filled Positions											
View / Change	Name	Assignment Title	Total FTE	Empl Status	Effective Date	Notes	Position #	Empl ID	Rcd #		
▲	Angelou, Maya	Teacher-K8 Gr 5	1.000	Active	06/30/2014		00001269	003249	0		
▲	Baez, Joan	Teacher-K8 Gr 4	1.000	Active	07/01/2013		00006999	021138	0		
▲	Banderas, Antonio	Teacher-K8 Gr 4 Spanish Imm	0.500	Active	07/01/2013		00000382	016830	0		
▲	Banderas, Antonio	Teacher-K8 Gr 4 Spanish Imm	0.500	Leave	07/01/2013		00000382	016830	1		
▲	Charles, Ray	Teacher-K8 Gr 1 Spanish Imm			08/01/2013		00006008	017505	0		

Vacant Positions											
View / Change	Assignment Title	Vacancy Status	Total FTE	Effective Date	Position #	Name	Empl ID	Rcd #	Empl Status	Notes	
▲	Teacher-K8 Gr 4 Spanish Imm	Recruit	0.500	07/01/2013	00000382			0			
▲	Teacher-K8 Gr 5	Inactive		07/01/2013	00002453			0			
▲	Principal-K8	Recruit	1.000	07/01/2013	00003668			0			

View/Change		Notes		Fiscal Year		SMT Help	
Department	6987 Imagination	General Fund Balance	1.500		Actions Glossary		
Location	110 Imagination K-8	Title I Balance	0.090				
Employee		Title IC Balance	0.000				

Personalize Find	Seq	Action	Name	Empl ID	Rcd #	Position #	Assignment Title	Vacancy Status
1	+	07/01/2013	1 Leave Backfill		0	00000382	Teacher-K8 Gr 4 Spanish Imm	Recruit

OK Cancel Apply

The action is complete!

You have entered a Leave of Absence for an employee.