

Create a Leave of Absence as a Change in Status EA

Functionality included with the Online EA eliminates the need for the former Leave of Absence form. The Leave of Absence form should no longer be used.

The Status Box on the Online EA provides the following choices:

- Active
- Military Leave
- Workers' Compensation
- LTD Eligibility
- Layoff
- Recall from Layoff
- Return from Leave
- Leave without Pay

These status types are also available on the *Modify Assignment* page in the drop down box below the Proposed Assignment line.

Some types of leave, such as the normal use of sick/vacation/compensatory leave, are not reported as a change in status, but are indicated on the biweekly time input or monthly confirmation.

Leave status may be with or without pay and may require multiple assignments as the employee changes pay status. Each assignment change should be reported on a separate EA. For example, if an employee goes out on worker's comp on 3/15/2010 for a surgery and is scheduled to come back on 4/12/2010, wait until the first assignment putting the employee on worker's comp is completely processed and then do a return from leave (when the worker's comp assignment is available).

When to Prepare a Change in Status EA

Specific administrative procedures are developed for reporting Workers' Compensation and LTD Eligibility changes in status. Those administrative procedures are available on the Human Resources website. Review and follow those procedures to prepare a change in status EA and any corresponding changes in pay status.

Layoff status is determined by following university policy and procedures regarding layoffs. Departments work with Human Resources and other administrative areas to develop and approve layoff plans. The change in status EA is prepared with an effective date of the day following the last day of work.

Other types of leave, such as Military Leave and Leave Without Pay, are reported when the leave request is approved.

The Recall from Layoff is used when a person returns to a regular active status after being placed on layoff. It is not used for any temporary appointments. Return from Leave is used when a person returns to regular active status after return from any other leave.

Benefits Note: A leave of absence sometimes affects the employee’s benefits. Employees approved for any leave status without pay will be billed for continuation of certain benefits with the exception of when the employee has been formally placed on family medical leave. Employees who wish to discontinue benefits must give appropriate written notice. Contact Employee Services if you have questions regarding benefits during leaves of absence.

Preparing the Change in Status EA

Preparing a Status Change EA using the Online EA application is effectively the same process used to prepare any other type of EA using the Online EA application.

1. Choose “Create EA Form” and then the “Update/Separation” option.
2. On the *Select Employee* page:
 - Enter the “Employee ID” (CWID) of the employee and
 - the “Action Date” for the EA. The “Action Date” is typically the day the leave event starts.
3. On the *Select Employee’s Positions* page:
 - Select the position(s) that will be affected by the leave of absence. Assignment information active on or after the Action Date for these will be included in the Proposed Status of the EA.
4. On the *Select Assignments* page:
 - Select the Assignments that will be modified with the leave status or you want to appear in the Present Status of the EA form.
5. On the *Update Summary* page:
 - For assignments that will be ended the day before the leave status starts, select the “Update” option.
6. On the *Modify Assignment* page:
 - Change the assignment Begin Date for the Proposed Assignment to the begin date of the leave event applicable to that assignment.
 - Change any other fields on the Proposed Assignment that need to be modified. Select the applicable leave entry in the drop down box immediately below the Proposed Assignment.

Proposed Assignment:

E 001049 07-01-2009 06-30-2010 1.00000 173.33 2245.00 5066 AA D0401

Please select the employment status that applies to this assignment.

Military Leave



- Mark any of the applicable check boxes under the Rate Change and/or Other columns, if applicable.

Remember a leave without pay assignment requires a 0 for pay and 0 for FTE in order to avoid payment and calculation of leave.

7. On the *Update Form* page:

- Be sure to include appropriate comments and information in the provided “Remarks” text box. Remember, the standard is, “will a person not familiar with the situation understand what the form is attempting to accomplish?”

If the employee has filed for LTD (LTD Eligibility), enter the date of filing for benefits in the comment section.

8. Attachments:

- Attachments, such as supporting calculations and other information related to the leave status, can be added to the form to serve as part of the permanent record.

9. Complete the preparation and routing of the EA as with any other Online EA.