

## 6.18 LEAVE OF ABSENCE AND FURLOUGH

### Overview

The procedures described in this section are for processing a leave of absence, furlough or temporary layoff for an employee.

### Policy Summary

Employees may be granted a personal leave, pregnancy disability leave, family and medical leave, supplemental family and medical leave, or work incurred disability leave as provided in the appropriate policies or collective bargaining agreements.

A partial-year career position is an established career position that regularly scheduled periods not to exceed three months, during which the incumbent remains an employee, but is not at work. Periods of furlough are recorded through processing a Leave of Absence without pay.

Certain terms and conditions of the employee's appointment may be affected by a leave of absence without pay, furlough or temporary layoff. Some factors to consider when processing the Leave of Absence without pay, furlough or temporary layoff are:

- Review with the employee, any impact on benefits eligibility and their responsibility to maintain the benefits during their leave. Give the employee the Insurance Continuation form before their leave/furlough.
- Review with the employee any impact on their employee paid deductions and their responsibility to maintain deductions during their leave.
- Merit eligibility- Periods on Leave without pay may affect merit eligibility for an employee.

- Vacation/Sick Leave/Holiday eligibility-Periods on Leave without pay may affect accruals and/or holiday pay for an employee.
- For issues related to the timing of this action, refer to [Section 2.3, Timing](#).

### Before You Start

Prior to processing the OEU for a Leave of Absence, refer to the [SHR Procedures Manual](#). This will give you guidance to determine the delegations of authority and policy procedure.

Obtain the appropriate approvals and/or forms to process the leave of absence.

### Data Entry

Enter data for processing a Leave of Absence via the **SLOA** bundle:

**ELVE** (Leave of Absence Data)

**EPER** (Personnel Miscellaneous)

### Accessing the SLOA Bundle

1. Log on to the Payroll/Personnel System.
2. At the **Next Func** field, type **EEDB** and press **Enter**.
3. Type **SLOA, employee ID number** and press **Enter**.

The **ELVE** function is displayed for the selected employee.

## Completing ELVE Function

THE ELVE (LEAVE OF ABSENCE DATA) FUNCTION

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPELUE080875 SCT EDB Entry/Update SLOA 07/03/97 10:22:22
12/19/96 14:19:18 Leave of Absence Data Userid: SCPPSLAH
ID: 010000220 Name: CASUAL, STAFF DEMO Pri Pay: M0

Leave of Absence Action Code : 08
Leave of Absence Begin Date : 071096 Return: 100196 Type: 04

Last Sabbatical Credit Balance : █
Sabbatical Credit Date : ___
Sabbatical Credit Accrued : ___
Sabbatical Credit Accrued Thru Date: ___
Sabbatical Credit Used : ___
Total Sabbatical Credit Balance : ___

TRIP Reduction Percentage : ___
TRIP Duration : ___
TRIP Begin Date : ___

Next Func: ___ ID: _____ Name: _____ SSN: _____

===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 11-NextFunc 12-Exit
IBM-3278-2-E 10:29:11
    
```

## The ELVE Procedure

1. Enter data in the following fields, as applicable:

Leave of Absence Action Code	If Leave without Pay, Enter Action Code 08. If Leave with Pay, Enter Action Code 07.
Leave of Absence Begin Date	Enter the date the leave will begin, in the format: MMDDYY.
Return Date from LOA	Enter the date the employee is <i>expected to return</i> from the leave of absence in the format: MMDDYY.
Type	Enter the Leave of Absence code. Press F1 Help to see valid codes.

2. Press **Enter** to invoke range/value edits.

3. Press **F11 Next Func** to continue to the next function.

The **EPER** (Personnel Misc) function is displayed for the selected employee.

## Completing the EPER Function

### THE EPER (PERSONNEL MISCELLANEOUS) FUNCTION

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEPER@-E0943      SCT EDB Entry/Update      08/02/95 16:40:36
07/28/95 10:21:22  Personnel-Miscellaneous      Userid: SCPPSLHB
ID: 222334444 Name: SLUG, B ANHA      Pri Pay: MA

Assigned BELI: 5 Derived BELI : 6      Effective Date: 091694
BELI Status Qualifiers: Primary: ___ Date: ___ Secondary: ___ Date: ___
Date of Hire      : 091694      Original Hire Date: ___
Employee Relations Code : E      Employee Relations Unit: 99
Probationary Period End Date : ___
Next Salary Review Date : ___ Next Salary Review Type: _
Merit Rate Increase Percent : ___
Home Department   : 000462 CROWN COLLEGE ADMIN OFFICE
Primary Title Code : 4920 ASSISTANT III
Employee Unit Code : CX      Employee Representation Code : U
Employee Special Handling Code: ___ Employee Distribution Unit Code: _
Job Group ID      : 999
Alternate Department Code : ___
Academic Programmatic Unit Cd : ___

Next Func: ___ ID: ___ Name: ___ SSN: ___

===>
F: 1-Help      3-PrevMenu 4-Print 5-Update
F: 9-Jump      12-Exit

IBM-3278-2-E 16:40:18
    
```

### EPER Procedure

*If the leave of absence does not affect the employee's*

- Probationary Period End Date or the
- Next Salary Review Date, then proceed to *Review*.

Otherwise, update these fields as appropriate.

1. Enter data in the following fields, as applicable.

Probationary Period End Date	If the Leave of Absence will change probationary dates for the employee; enter the projected date on which the employee's probationary period is expected to end in the format: MMDDYY.
Next Salary Review Date	If the leave of absence changes the employee's merit eligibility, then enter the adjusted next salary review date.

2. Press **Enter** to invoke range/value edits.
3. This is the last function in the bundle. Proceed to *Review*.

## Review

1. Press **F10** or **F11** to navigate through the **SLOA** bundle.
2. Make sure you have completed all the required data elements.
3. Review all entered data for accuracy and consistency.

## Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation function.

## Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make the necessary corrections.

## How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
  - Press **F5 Update** to invoke PAN.
  - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

## PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the **PAN Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

## Accessing IMMSG

1. To access the Message Report Screen to the **Next Function** field, type **IMMSG** and press **Enter**.
2. When the **IMMSG** screen is displayed, review any remaining messages and take the appropriate action.

## Disposition of Forms

- Retain the employee request for Leave in the Service Center employee personnel file.