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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of Absence Begin Date</td>
<td>Enter the date the leave will begin, in the format: MMDDYY.</td>
</tr>
<tr>
<td>Return Date from LOA</td>
<td>Enter the date the employee is expected to return from the leave of absence in the format: MMDDYY.</td>
</tr>
<tr>
<td>Type</td>
<td>Enter the Leave of Absence code. Press F1 Help to see valid codes.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probationary Period End Date</td>
<td>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.</td>
</tr>
<tr>
<td>Next Salary Review Date</td>
<td>If the leave of absence changes the employee’s merit eligibility, then enter the adjusted next salary review date.</td>
</tr>
</tbody>
</table>

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

3. This is the last function in the bundle. Proceed to **Review**.

**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.
**Staff Actions**

**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 IMSG**

1. To access the Message Report Screen to the Next Function field, type IMSG and press Enter.
2. When the IMSG 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.