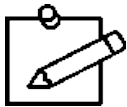# LEAVE OF ABSENCE IFORM
ADDRESSING SPECIFIC SITUATIONS

Overview: *The Leave of Absence iForm allows users to Create and Update leaves. This document provides guidance on how to address specific situations using the Leave of Absence iForm. All leaves of absence should be created in accordance with* Duke's leave policies. *The iForm has been configured to support Duke leave policies.*
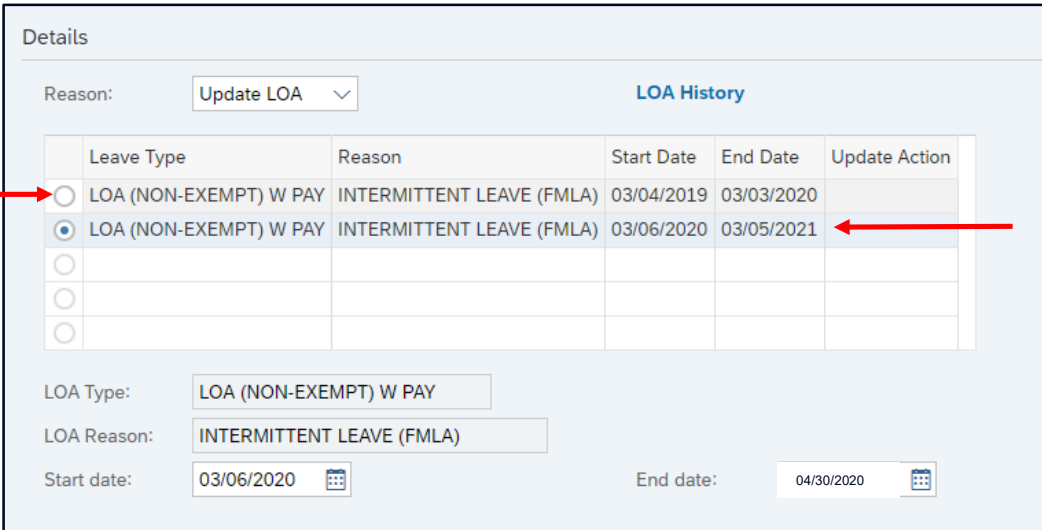
Please note: To begin any leave of absence iForm, *Access the employee using the* **Staff** *search and select* **Leave of Absence iForm.**

Changing a Leave Type or Leave Reason before the Originally Identified End Date

Step 1

In the iForm, **Update** *the end date of the paid leave currently in place, by selecting the leave action in the grid and updating the end date. Submit the iForm for approval.*

Questions?
Duke leave of absence policies – Duke HR – via email: hr@duke.edu or via phone: 919-668-5600
Completion of the leave of absence iForm – Corporate Payroll Services – via email: payroll@duke.edu
or via phone at 919-684-2642

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LEAVE OF ABSENCE IFORM
ADDRESSING SPECIFIC SITUATIONS

Step 2

*Once the iForm with the revised end date is approved, open a new iForm and use the **Create** action to establish the new leave type and/or reason action. **Submit** the iForm for approval.*

	Leave Type	Reason	Start Date	End Date	Update Action
○	LOA (NON-EXEMPT) W PAY	INTERMITTENT LEAVE (FMLA)	03/04/2019	03/03/2020	
○	LOA (NON-EXEMPT) W PAY	INTERMITTENT LEAVE (FMLA)	03/06/2020	04/30/2020	
○	LOA (NON-EXEMPT) W PAY	FAM/MEDICAL LEAVE (FMLA)	05/01/2020	06/30/2020	ADD
○					
○					

Details

Reason: Create LOA   **LOA History**

LOA Type:

LOA Reason:

Start date: End date:
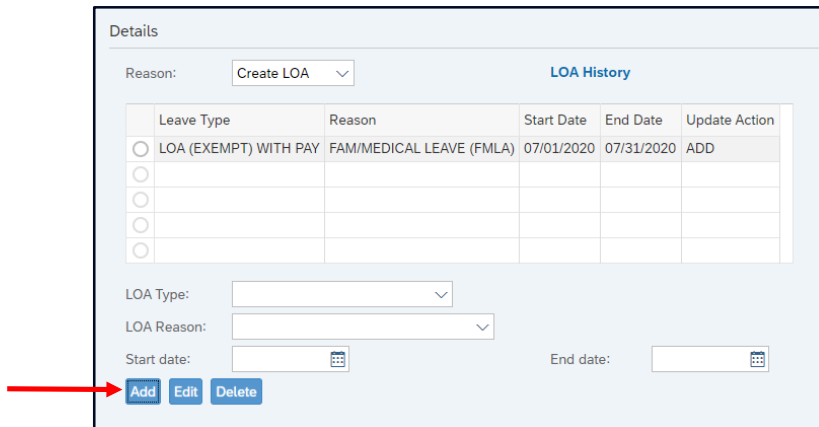
[Add] [Edit] [Delete]

Questions?
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LEAVE OF ABSENCE IFORM
ADDRESSING SPECIFIC SITUATIONS

Defining Multiple Leave Types/Reasons when Establishing a Leave of Absence

Step 1

*Enter the **Start** and **End** dates of the first **Leave Type** and **Reason** action. Select **Add** to include the action in the grid.*
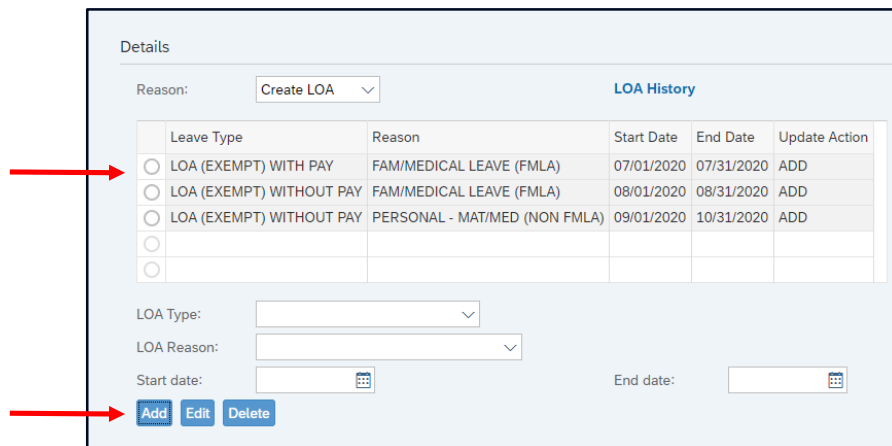
	Leave Type	Reason	Start Date	End Date	Update Action
○	LOA (EXEMPT) WITH PAY	FAM/MEDICAL LEAVE (FMLA)	07/01/2020	07/31/2020	ADD
○					
○					
○					
○					

Step 2

*Enter the next **Leave Type**, **Reason**, and **Start/End** dates. Select **Add**. Continue "stacking" the actions until all leave are included in the grid. Once all are entered, **Submit** the iForm for approval.*

Please note: Leave actions cannot have overlapping dates.

	Leave Type	Reason	Start Date	End Date	Update Action
○	LOA (EXEMPT) WITH PAY	FAM/MEDICAL LEAVE (FMLA)	07/01/2020	07/31/2020	ADD
○	LOA (EXEMPT) WITHOUT PAY	FAM/MEDICAL LEAVE (FMLA)	08/01/2020	08/31/2020	ADD
○	LOA (EXEMPT) WITHOUT PAY	PERSONAL - MAT/MED (NON FMLA)	09/01/2020	10/31/2020	ADD
○					
○					

LEAVE OF ABSENCE IFORM
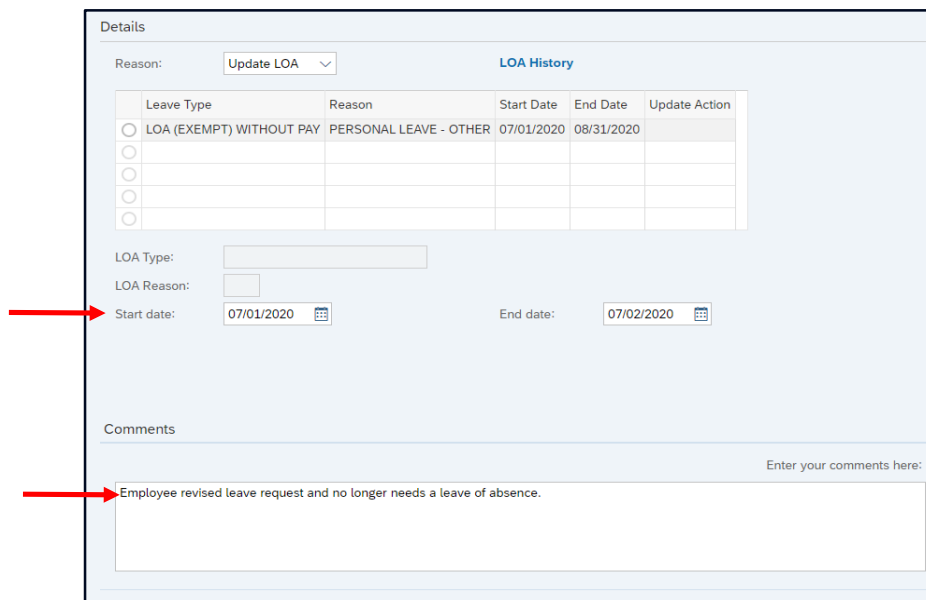## *ADDRESSING SPECIFIC SITUATIONS*

Reverse a Leave Requested by an Employee

Step 1

*If an employee requests a leave and then no longer needs any leave, check the iForm status. If the Leave of Absence iForm is still in workflow, go to the **IForms Overview** and **Reverse** the iForm.*

Step 2

*If the Leave of Absence iForm has already been approved and added to SAP, update the leave end date to display the employee as on a leave for absence for one day. Provide supporting information in the **Comments. Submit** the iForm for approval.*

Details					
Reason:	Update LOA ⌄		LOA History		
	Leave Type	Reason	Start Date	End Date	Update Action
○	LOA (EXEMPT) WITHOUT PAY	PERSONAL LEAVE - OTHER	07/01/2020	08/31/2020	
○					
○					
○					
○					

LOA Type: _____

LOA Reason: ____

Start date: 07/01/2020 📅   End date: 07/02/2020 📅

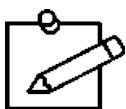**Comments**

Enter your comments here:

Employee revised leave request and no longer needs a leave of absence.

Please note: If a leave needs to be reversed for an exempt employee who was placed on an unpaid leave of absence, submit a pay exception to adjust the employee's pay.

Questions?
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Completion of the leave of absence iForm – Corporate Payroll Services – via email: payroll@duke.edu
or via phone at 919-684-2642

LEAVE OF ABSENCE IFORM
ADDRESSING SPECIFIC SITUATIONS

The Incorrect Employee is Placed on a Leave of Absence

Step 1

If the incorrect employee is placed on a leave of absence, submit a paper **Payroll Leave of Absence** *form. Corporate Payroll Services will use the paper form to override the leave.*

Questions?
Duke leave of absence policies – Duke HR – via email: hr@duke.edu or via phone: 919-668-5600
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