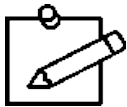


LEAVE OF ABSENCE IFORM ADDRESSING SPECIFIC SITUATIONS

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.

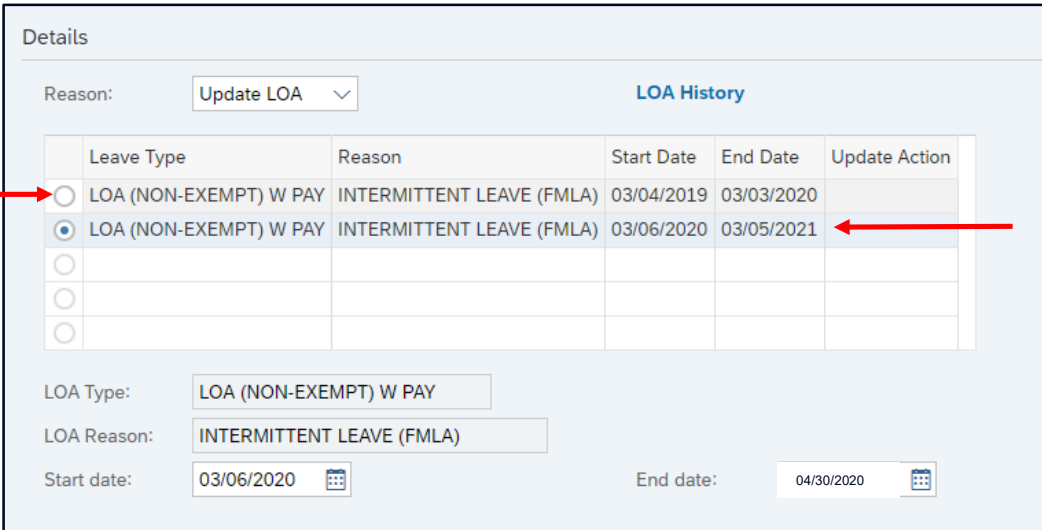


Please note: To begin any leave of absence iForm, Access the employee using the **Staff** search and select **Leave of Absence iForm**.

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.



The screenshot displays the 'Details' section of the iForm. At the top, the 'Reason' is set to 'Update LOA'. Below this is the 'LOA History' table, which contains the following data:

	Leave Type	Reason	Start Date	End Date	Update Action
<input type="radio"/>	LOA (NON-EXEMPT) W PAY	INTERMITTENT LEAVE (FMLA)	03/04/2019	03/03/2020	
<input checked="" type="radio"/>	LOA (NON-EXEMPT) W PAY	INTERMITTENT LEAVE (FMLA)	03/06/2020	03/05/2021	
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

Below the table, the 'LOA Type' is set to 'LOA (NON-EXEMPT) W PAY' and the 'LOA Reason' is set to 'INTERMITTENT LEAVE (FMLA)'. The 'Start date' is '03/06/2020' and the 'End date' is '04/30/2020'. Red arrows point to the 'Update Action' column in the table and the 'End date' field.

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

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.

Details

Reason:

Create LOA

LOA History

	Leave Type	Reason	Start Date	End Date	Update Action
<input type="radio"/>	LOA (NON-EXEMPT) W PAY	INTERMITTENT LEAVE (FMLA)	03/04/2019	03/03/2020	
<input type="radio"/>	LOA (NON-EXEMPT) W PAY	INTERMITTENT LEAVE (FMLA)	03/06/2020	04/30/2020	
<input checked="" type="radio"/>	LOA (NON-EXEMPT) W PAY	FAM/MEDICAL LEAVE (FMLA)	05/01/2020	06/30/2020	ADD
<input type="radio"/>					
<input type="radio"/>					

LOA Type:

LOA Reason:

Start date:

End date:

Add

Edit

Delete

Questions?

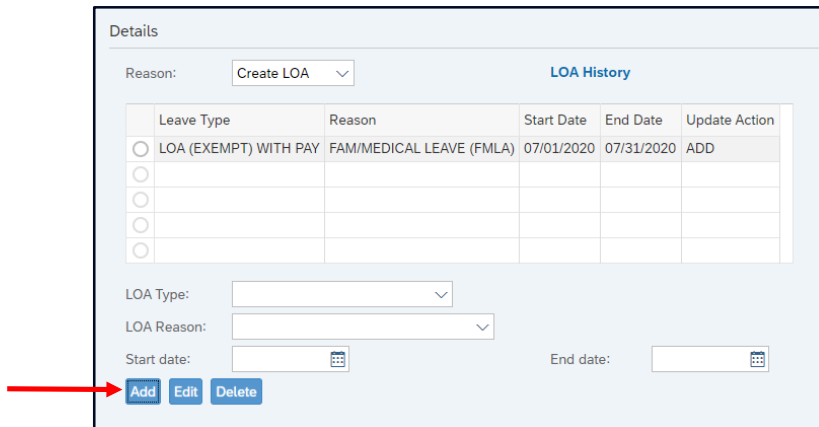
Duke leave of absence policies – Duke HR – via email: hr@duke.edu or via phone: 919-668-5600
 Completion of the leave of absence iForm – Corporate Payroll Services – via email: payroll@duke.edu
 or via phone at 919-684-2642

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.



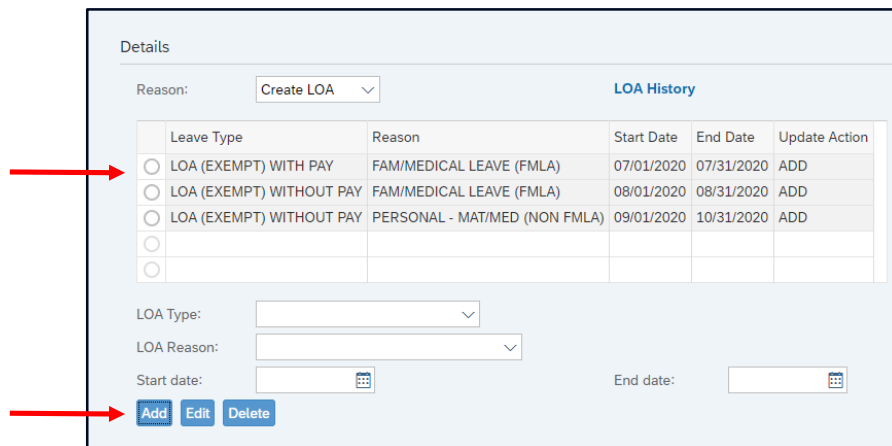
The screenshot shows the 'Details' section of the LOA History form. At the top, there is a 'Reason:' dropdown menu set to 'Create LOA' and a 'LOA History' link. Below this is a table with the following columns: Leave Type, Reason, Start Date, End Date, and Update Action. The first row contains the following data: LOA (EXEMPT) WITH PAY, FAM/MEDICAL LEAVE (FMLA), 07/01/2020, 07/31/2020, and ADD. Below the table, there are input fields for LOA Type, LOA Reason, Start date, and End date. At the bottom, there are three buttons: Add, Edit, and Delete. A red arrow points to the 'Add' button.

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.



The screenshot shows the 'Details' section of the LOA History form. At the top, there is a 'Reason:' dropdown menu set to 'Create LOA' and a 'LOA History' link. Below this is a table with the following columns: Leave Type, Reason, Start Date, End Date, and Update Action. The first three rows contain the following data: LOA (EXEMPT) WITH PAY, FAM/MEDICAL LEAVE (FMLA), 07/01/2020, 07/31/2020, and ADD; LOA (EXEMPT) WITHOUT PAY, FAM/MEDICAL LEAVE (FMLA), 08/01/2020, 08/31/2020, and ADD; LOA (EXEMPT) WITHOUT PAY, PERSONAL - MAT/MED (NON FMLA), 09/01/2020, 10/31/2020, and ADD. Below the table, there are input fields for LOA Type, LOA Reason, Start date, and End date. At the bottom, there are three buttons: Add, Edit, and Delete. A red arrow points to the 'Add' button, and another red arrow points to the first entry in the table.

Questions?

LEAVE OF ABSENCE IFORM ADDRESSING SPECIFIC SITUATIONS

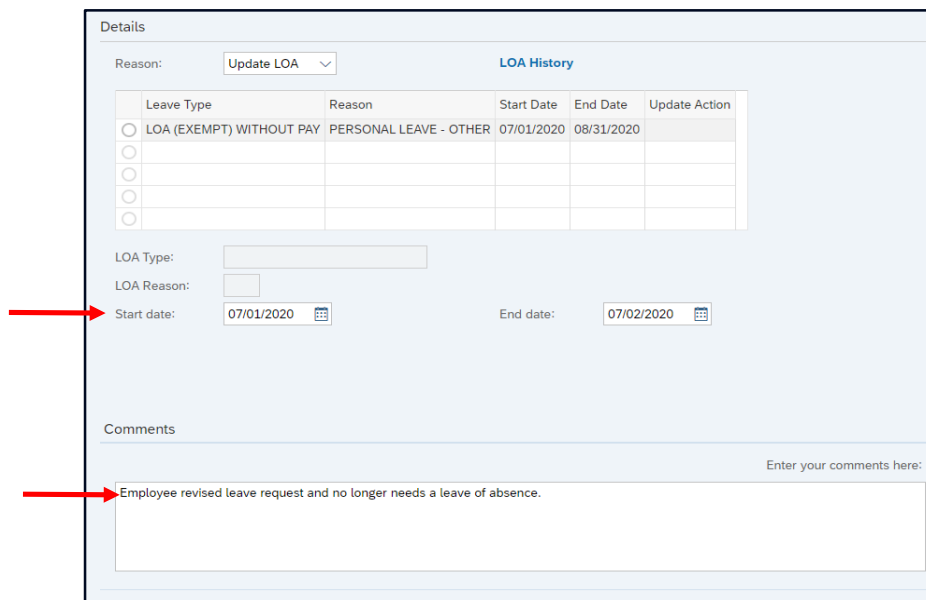
Reverse a Leave Requested by an Employee

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
<input type="radio"/> LOA (EXEMPT) WITHOUT PAY	PERSONAL LEAVE - OTHER	07/01/2020	08/31/2020	
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

LOA Type:

LOA Reason:

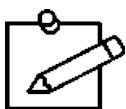
Start date:

End date:

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