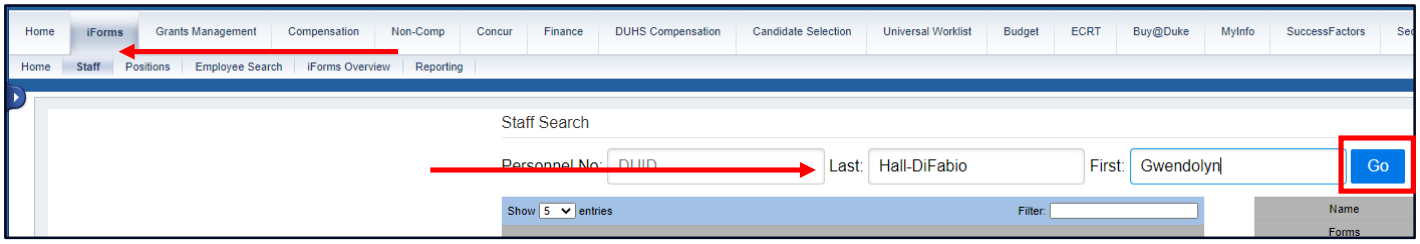
LEAVE OF ABSENCE IFORM
UPDATE A LEAVE OF ABSENCE

Overview: *The update action on the Leave of Absence iForm is used to update the start/end dates of a previously established leave of absence. All leave of absences should be created in accordance with Duke's leave policies. The iForm has been configured to support Duke leave policies.*

Please note: This is not a FMLA tracking tool.

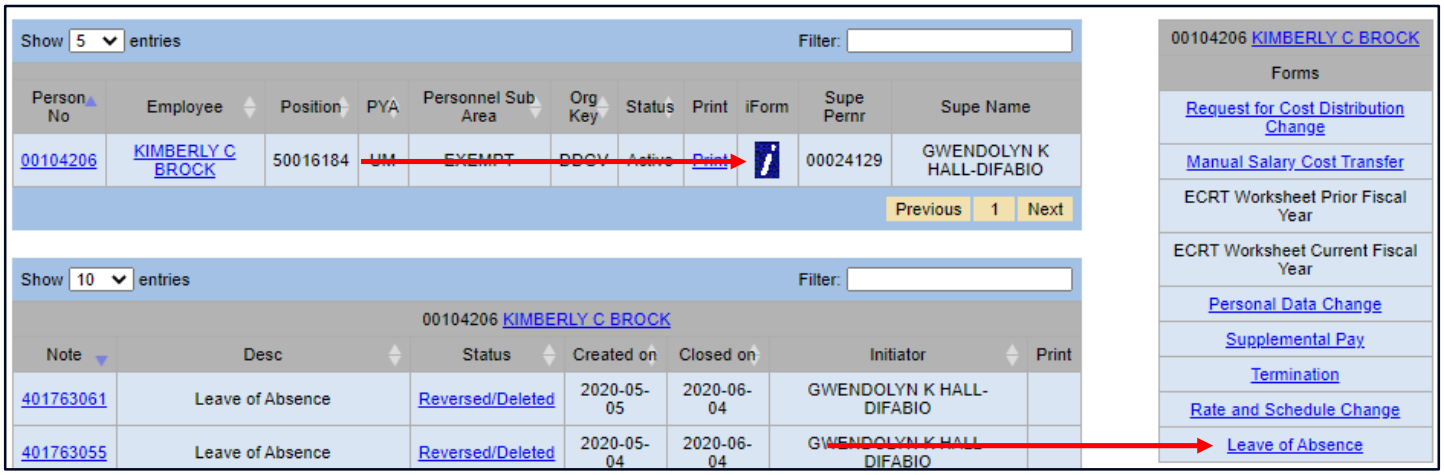
Step 1

*From the **iForm tab** in Duke@Work, select the **Staff tab.** Enter the **Name** or **DUID** of the employee who is being placed on leave. Select **Go**.*



Step 2

*Select the **iForm icon** to open available iForms. Select the **Leave of Absence** from the bottom of the iForms list.*



Questions?

Duke Leave of Absence Policies – Duke HR – via email: hr@duke.edu or via phone: 919-668-5600

Completing the Leave of Absence iForm – Corporate Payroll Services – via email: payroll@duke.edu or via phone: 919-684-2642

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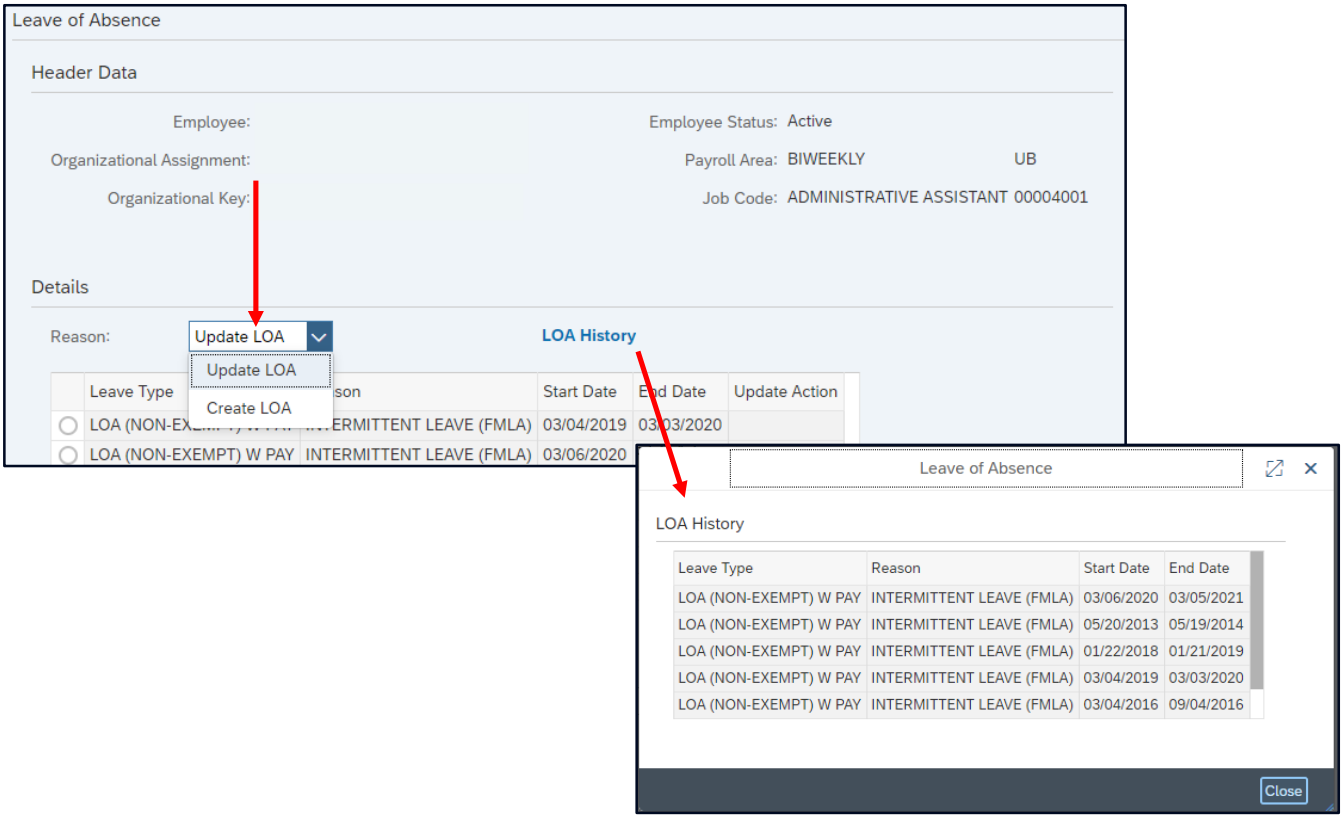
Step 3

*From the Leave of Absence iForm, select the **Update LOA** from the **Reason** drop-down menu.*

Select the **LOA History** link to see the employee's complete leave history. Leaves that have occurred within the past year will display in the leave grid.



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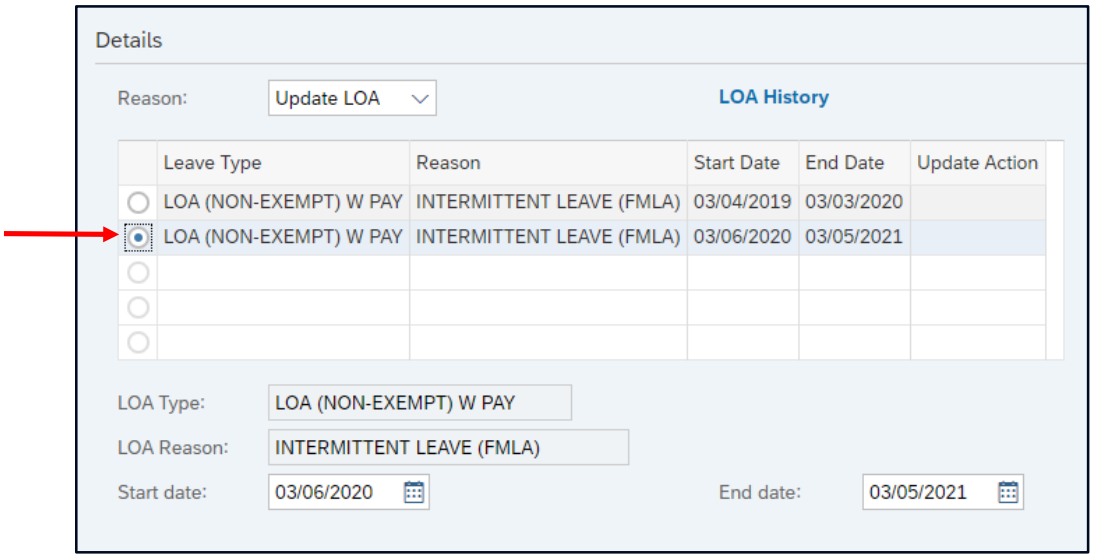
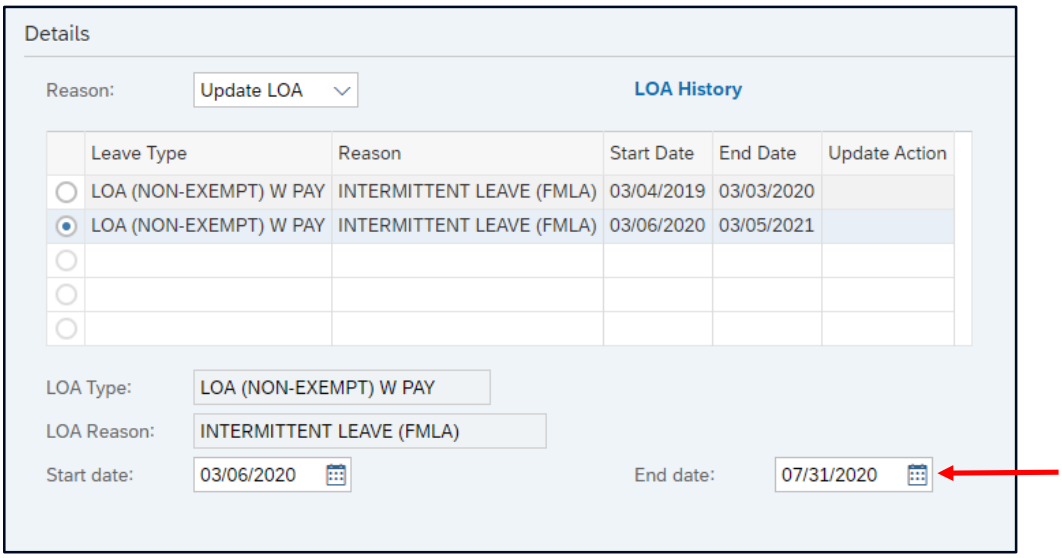
Step 4

Select the leave that should be updated.



Step 5

Update the start or end date as necessary.



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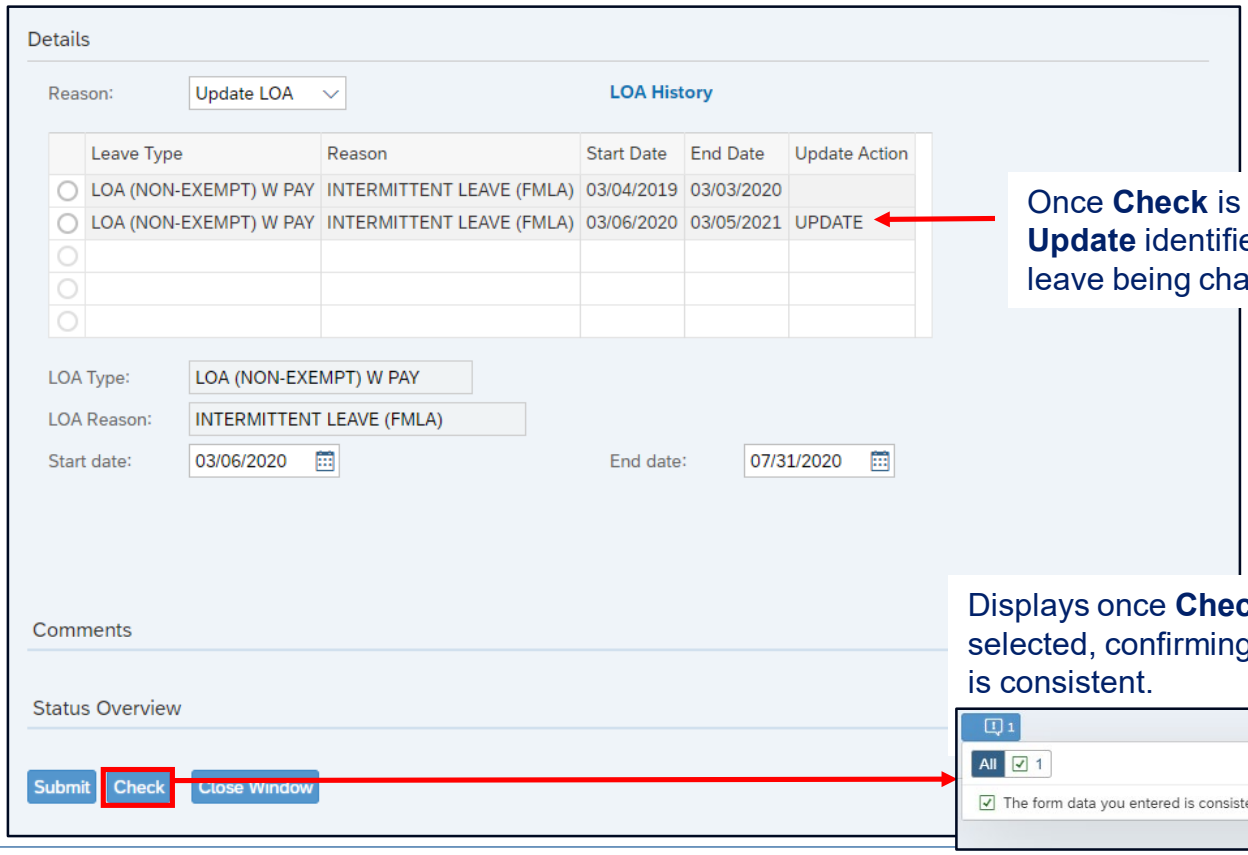
Step 6

*While comments are not required for Leave of Absence iForms, comments can be added in the free text **Comments** field. Please remember that comments become part of the permanent SAP record. Ensure comments do not include any personal or protected information.*

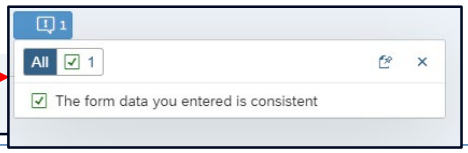
Step 7

*Select **Check** to validate that information contained in the iForm is consistent and to trigger error or warning messages.*



Once **Check** is selected, **Update** identifies the leave being changed.

Displays once **Check** is selected, confirming information is consistent.



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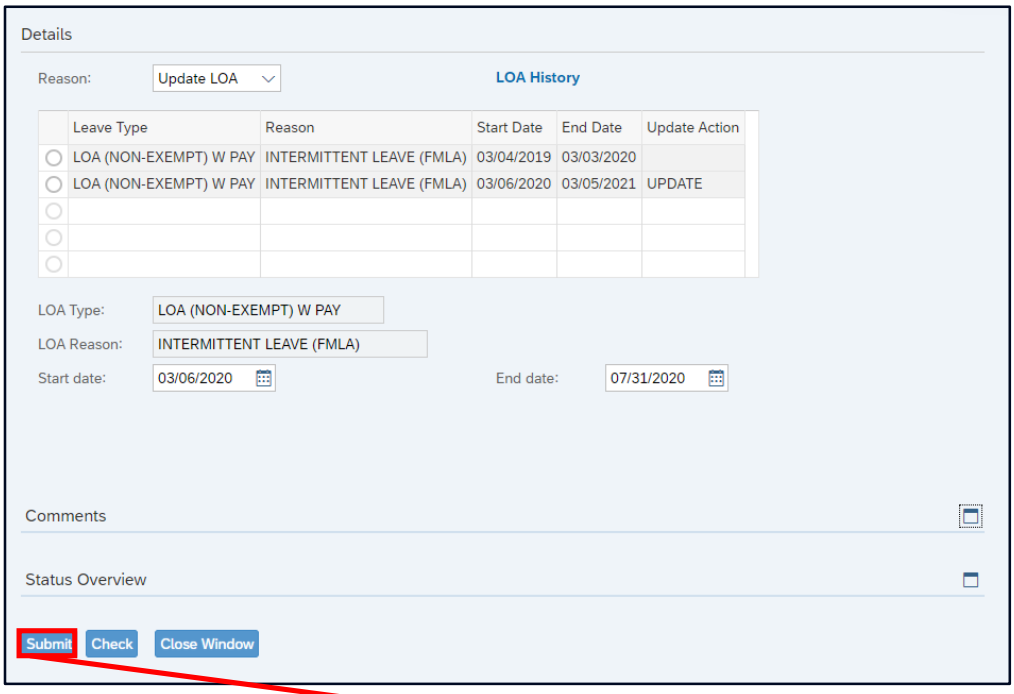
Step 8

*Once data is confirmed, select **Submit** to send the iForm through your business unit's approval process.*



Displays once **Submit** is selected and iForm enters the approval workflow.