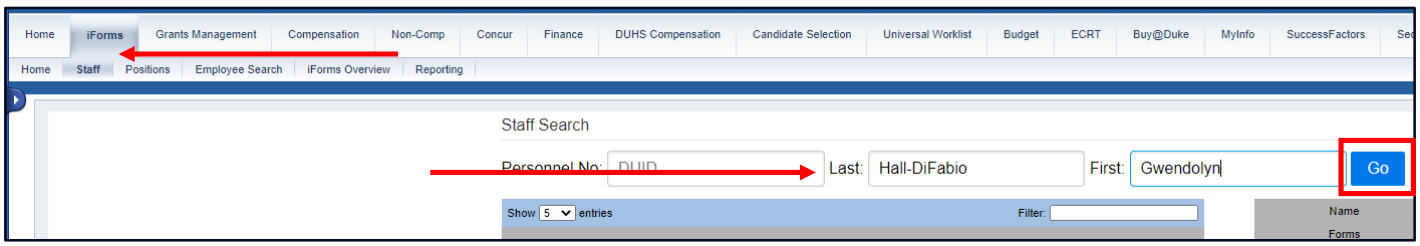
LEAVE OF ABSENCE IFORM
CREATE A LEAVE OF ABSENCE

Overview: *The create action on the Leave of Absence iForm is used to create a new leave of absence for a Duke employee. 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.

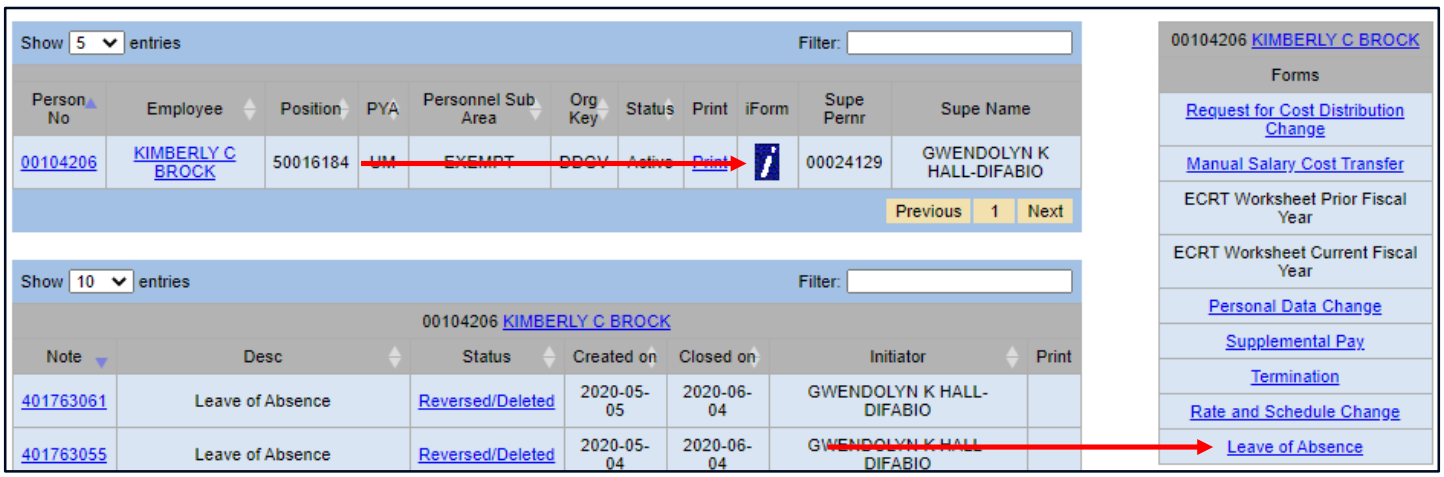
Step 1

*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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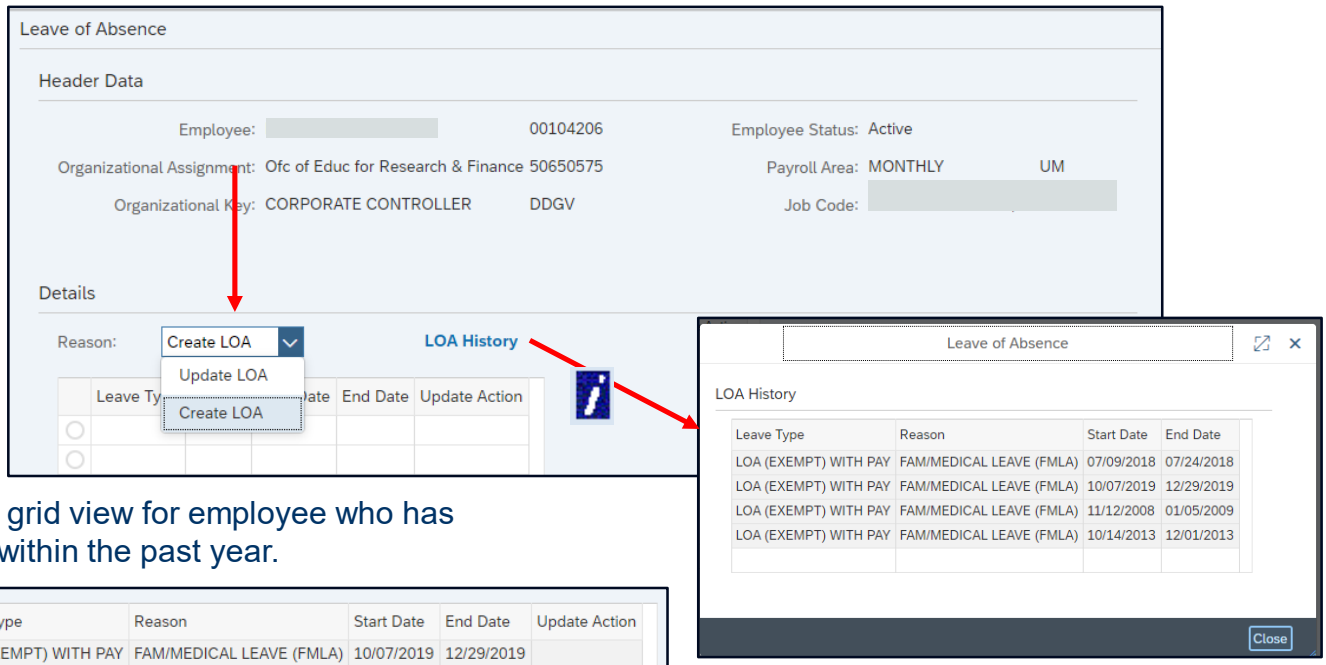
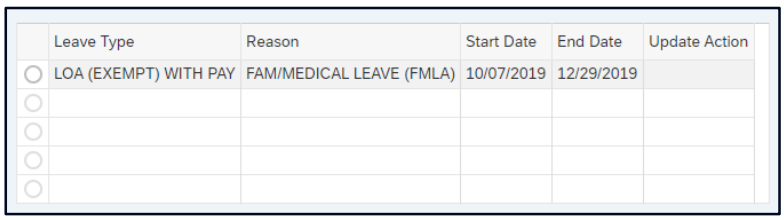
Step 3

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

Please note: 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.



Leave grid view for employee who has leave within the past year.



Leave Type	Reason	Start Date	End Date	Update Action
LOA (EXEMPT) WITH PAY	FAM/MEDICAL LEAVE (FMLA)	10/07/2019	12/29/2019	

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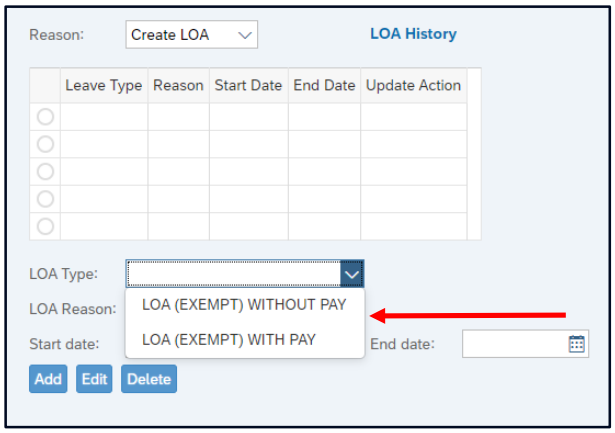
Step 4

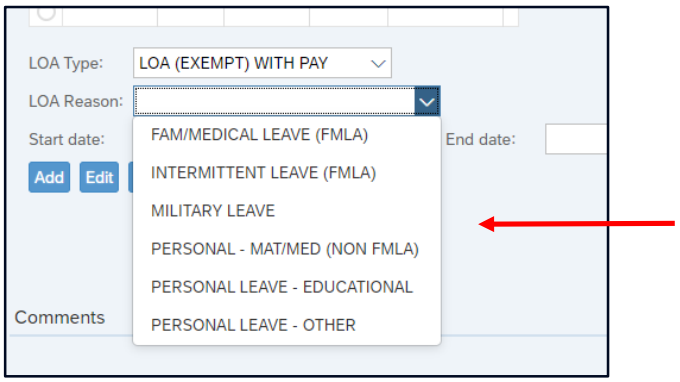
*Select the **LOA Type** - Without Pay or With Pay – from the drop-down menu.*

Please note: A LOA Without Pay will stop all pay based on the date range entered.



Step 5

*Select the **LOA Reason** - type of FMLA, Military, or type of Personal – from the drop-down menu.*



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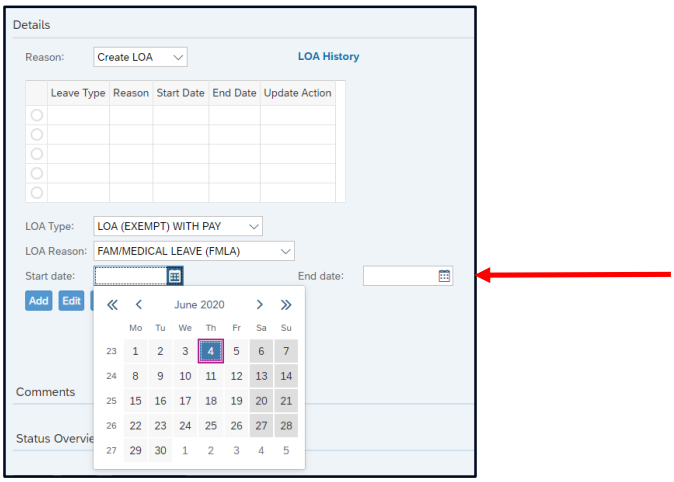
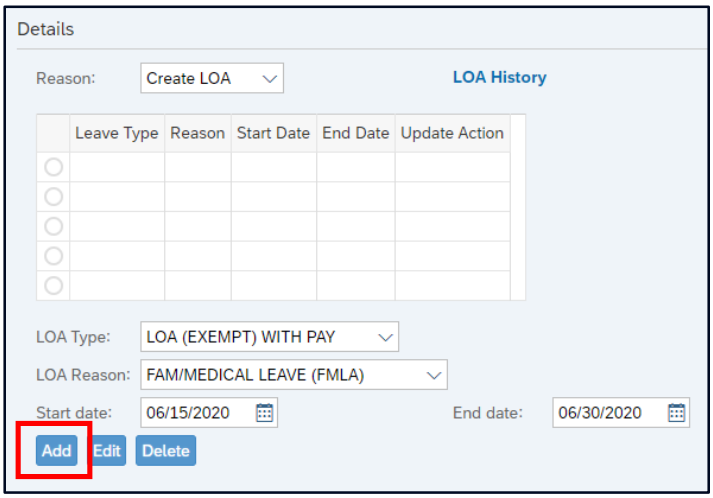
Step 6

Use the calendar and enter the start and end date to create the leave period.



Step 7

*Once all information is entered, select **Add** to create the leave and add it to the leave grid.*



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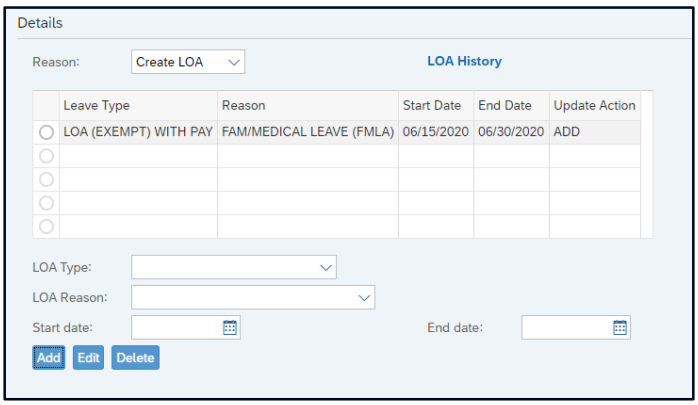
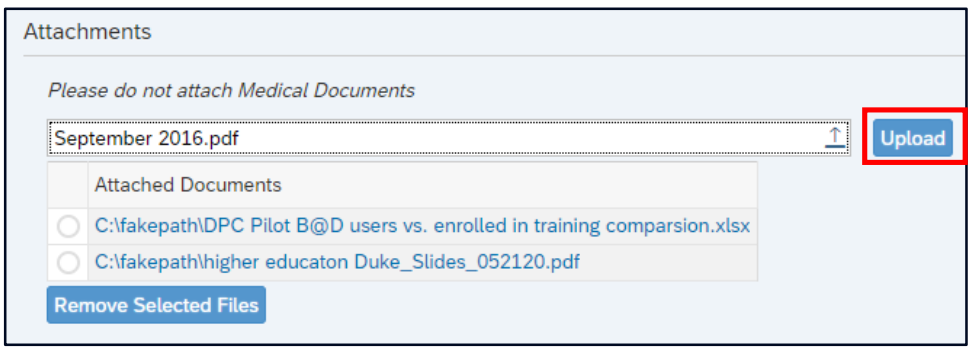
Step 8

*Once **Add** is selected, the leave displays on the leave grid. The **Update Action** column confirms this iForm will **Add** the leave action to the employee's SAP record. If another leave type needs to be added for different dates, repeat the steps to add that leave period. Leave dates cannot overlap but can run consecutively.*

Please note: In the event there is an error in the leave period, select the radio button associated with the line of the leave and select **Delete** to remove the selected line from the leave grid.



Please note: Some **LOA Reasons** allow attachments to be added to the iForm. If attachments are allowed, an attachment section will display after **Add** is selected. Select the box to search for the appropriate attachment file (PDF and Word files only). Select **Upload** to add the attachment.



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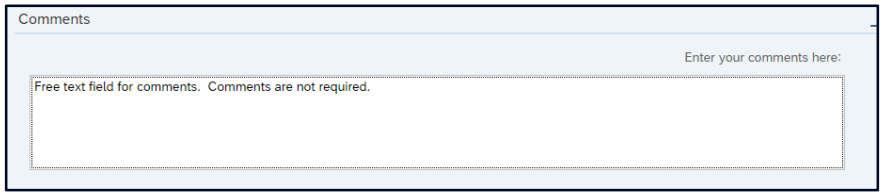
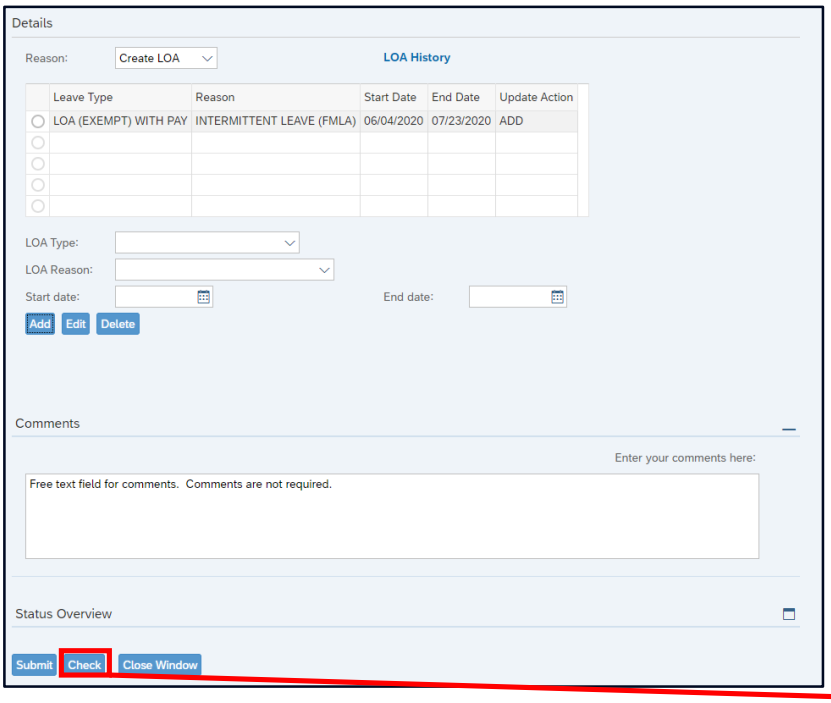
Step 9

*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 10

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



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

Questions?

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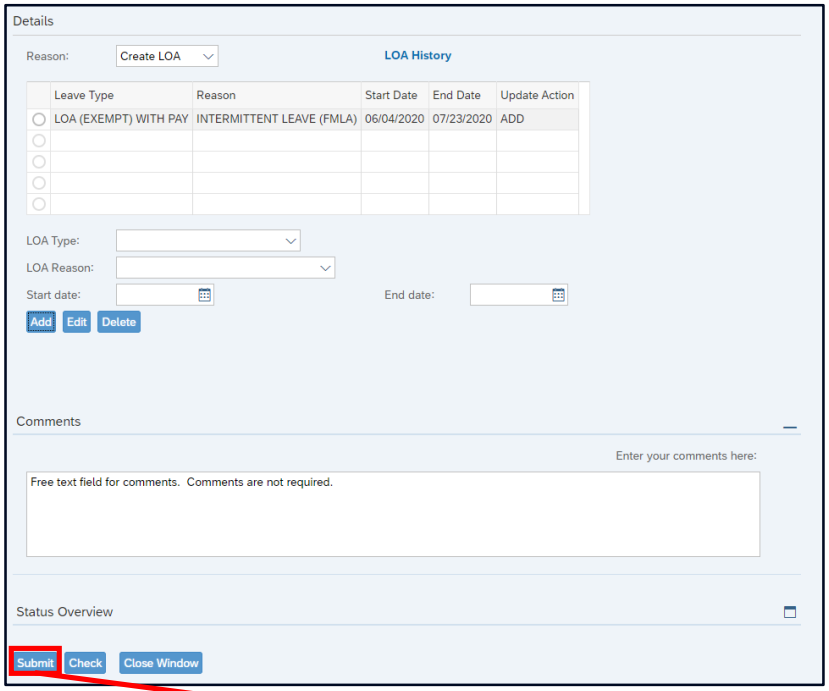
Step 11

*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.