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.
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.

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.

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.

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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.

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.

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LEAVE OF ABSENCE iFORM
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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?
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