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
**Step 3**

*From the Leave of Absence iForm, select the Update LOA from the Reason dropdown 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.
**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.

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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.

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