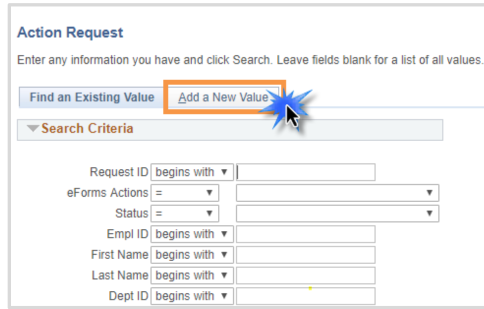
Leave of Absence Request

The Leave of Absence form is used to place an employee on paid or unpaid leave (e.g. Academic Development Leave, Administrative Leave, and Emergency Leave). The LOA form should not be used for FMLA or Sick Leave Pool. To process a leave of absence, complete the following steps:

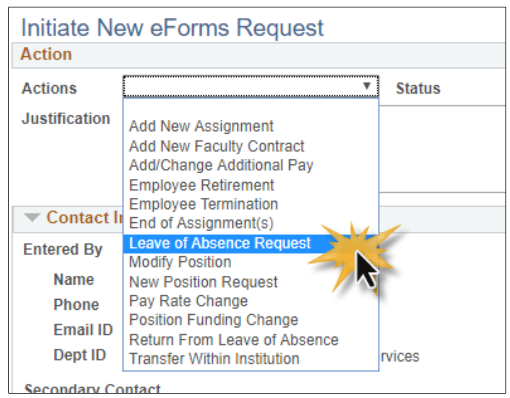
1. In UT Share, navigate to the Action Request page.

   NavBar > Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request



2. Click the Add a New Value tab.

3. The **Initiate New eForms Request** page is displayed. Select **Leave of Absence Request** from the **Actions** drop-down menu.



4. Enter a Justification

   Use the **Justification** text box to explain or justify the reason for the request. (Optional)

5. Enter the Employee ID

   The **Employee Information** section is used to identify the employee being placed on leave.

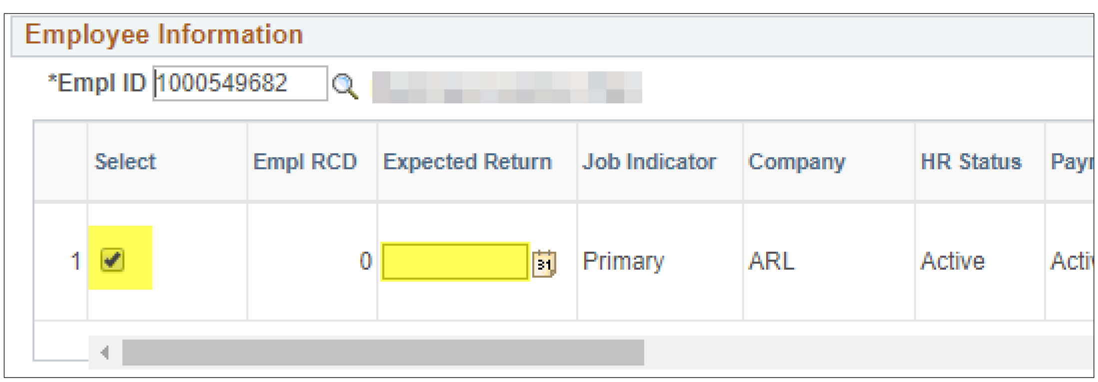
   A. Enter or lookup the employees **Empl ID**. The table below displays all the existing assignments for the employee.

   B. Select the checkbox for the assignment you want to apply the LOA to in UT Share.

   Note: You will only have the option to select the assignments that you have access to in your department. This is dependent on your permissions.

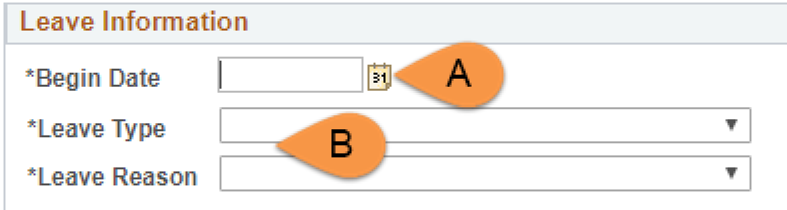
   C. Enter the **Expected Return** date.

   Note: You must enter the leave **Begin Date** BEFORE entering the **Expected Return** date.



6. Complete the Leave Information Section

The **Leave Information** section is used to enter leave details:



A. Enter the **Begin Date** for the leave of absence field.

B. Select the **Leave Type** and **Leave Reason.** The Leave Type will determine the Leave Reasons that are displayed in the drop-down menu.

Leave Type	Leave Reason
Paid LOA	• **Academic Development** • **Administrative Leave** • **Working Retiree Paid Leave**
Unpaid LOA	• **Academic** • **Administrative** • **Working Retiree Leave**

7. Click Save

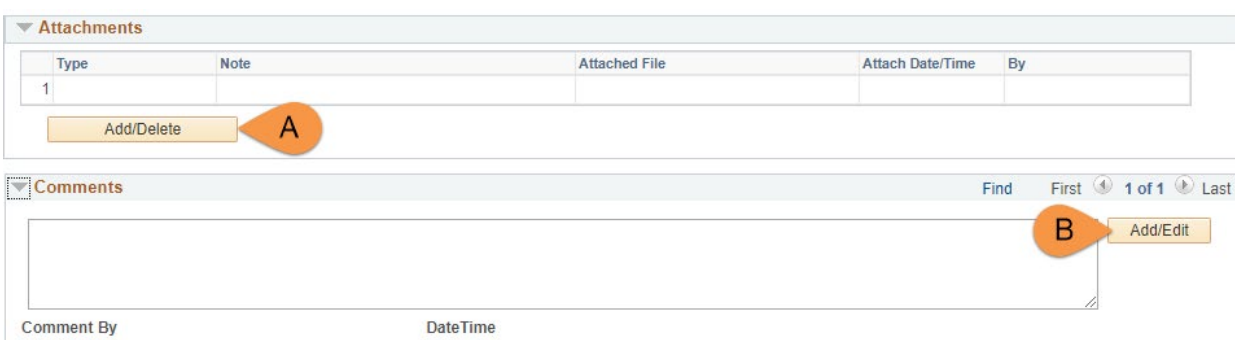
Once the required fields (indicated with an *asterisk) are completed, click Save. Notice, a Request ID number (e.g. 00002475) is assigned and the form status is displaying “Saved”.

8. Add Attachments and Comments

A. Expand the Attachments section and click the Add/Delete button to upload relevant support documentation.

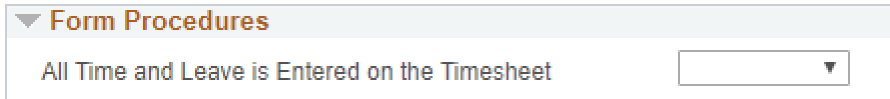
B. Expand the Comments section and click the Add/Edit button to include any special remarks. (Optional)

Note: Attachments and Comments cannot be added unless you have clicked Save.



9. Complete the Form Procedures Section

   The **Form Procedures** section is used as a checklist and to provide additional information about the request. Review and provide an answer to the question in this section.



10. Add a Secondary Contact (if needed) and Submit the Form to Workflow

    A. If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the New Position Request form.
    B. After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to "Pending Approvals" and the current routing is displayed.