



Leave of Absence and Reactivation

Use the Leave of Absence form to track an employee's leave of absence while maintaining the employee's status of employment at your company. This is used for absences that are not covered by PTO registers.

Leave of Absence

Employee

Current Employment Status: Active

Current Employment Type: FT

Leave Employment Status:

Leave Effective Date:

Reason Code:

Planned Return from Leave:

1. Enter the **Employee** by either typing the name or ID to display a pop-up list of matching employee records, or by clicking the field label to open the search window. The employee's current status and type display.
2. Select the **Leave Employment Status** for the employee.
3. Enter the **Leave Effective Date**.
4. Select the **Reason Code** for the leave of absence.
5. Enter the **Planned Return from Leave** date when the employee plans to return to work.
6. Click **Save**.

Use Reactivation to return an employee to regular employment status.

Reactivation

Use the Reactivation form to reactivate an employee who was on a leave of absence.

Reactivation

Employee

Current Employment Status

Current Employment Type

Reactivated Employment Status

Reactivated Employment Type

Reactivation Date

Reason Code

1. Enter the **Employee** by either typing the name or ID to display a pop-up list of matching employee records, or by clicking the field label to open the search window. The employee's current status and type display.
2. Select the **Reactivated Employment Status**.
3. Select the **Reactivated Employment Type**.
4. Enter the **Reactivation Date**.
5. Select the **Reason Code** the best describes the employee reactivation.
6. Click **Save**.