BOSTON UNIVERSITY

Return from Absence

Form Overview

When to use

Use this procedure when an employee is returning from a leave of absence and the leave has already been initiated and completed using the **Leave of Absence/Return from Absence** form.

Information: The Status in the top right corner of Current Information on each PA form will state Paid LOA, Unpaid LOA, or Sabbatical Half Pay if the employee is on leave in SAP.

References

- See the HR website for more information about Leave of Absences and FMLA.
- Click here for the Data Dictionary

Return from Absence: Step-by-Step

Step	Action
1	Initiate the **Leave of Absence/Return from Absence** form. ***Reference:*** Initiate a Personnel Action (PA) Form
2	Enter the date the absence will begin in the **Leave/Return Effective Date** field in mm/dd/yyyy format. If preferred, click the **Calendar Lookup** icon to select the effective date of hire from the calendar. ***Information:*** If the leave was unpaid, this is the date the employee's pay will start again. ***Warning:*** To avoid potential delays in changes to pay, take note of the assigned PA deadline for the intended pay period and plan accordingly.
3	Click the **Continue Editing Form** button. ***Result:*** The following sections of the form will appear: • **Type of Leave**, • **Attachments**, and • **Comments** ***Information:*** This step will make the **Leave/Return Effective Date** field become read only. If you need to edit the effective date, click the **Change Effective Date** button and return to step 8.
4	Select the **Return from Leave** radio button in the **Type of Leave** section.
5	Upload relevant documentation in the **Attachments** section; for example, department authorization, email to facilitate the form entry, etc. Please refer to the matrix if you need assistance determining what is required for attachments. **IF…** / **THEN…** There are documents to attach → Proceed to the next step There are no documents to attach → Proceed to Step 12 ***Warning:*** do not include attachments containing sensitive information such as social security number, date of birth, etc.
6	Click the **Browse** button in the **Attachments** section. ***Result:*** The **Open** window appears.
7	Navigate to the appropriate file on your computer.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>Click the title of the file.</td></tr>
<tr><td>9</td><td>Click the Open button.

✔ Result: The filename appears in the Select File: field.</td></tr>
<tr><td>10</td><td>Click the Attach File button.

✔ Result: The file now appears in the Attachments table.</td></tr>
<tr><td>11</td><td>Repeat steps 6-10 for each attachment.</td></tr>
<tr><td>12</td><td>Enter additional information in the Comments section for both future reference and to provide additional details to the approvers. This may include reason for the leave, department approver of the leave, etc.</td></tr>
<tr><td>13</td><td>Click the Review button at the bottom of the page. This will check for errors on the form.

✔ Result: Error messages appear at the top of the form.</td></tr>
<tr><td>14</td><td>Review the form for accuracy.</td></tr>
<tr><td>15</td><td>
<table>
<tr><th>IF the form…</th><th>THEN…</th></tr>
<tr><td>Is accurate</td><td>Click the Submit button</td></tr>
<tr><td>Requires updates</td><td>• Click the Back button
• Make any necessary updates
• Return to step 13</td></tr>
</table>
</td></tr>
</table>

Reference: Track the status of the form using Request Tracker.