Leave of Absence (LOA)

Workflow, Routing & Approvals

Department/Division

Employee informs Department and/or Supervisor of need to go on LOA

- Employee will inform Department or Supervisor of need to go on Leave within 30 days of knowing or as soon as possible
- Unit will inform Leave Coordinator of Employee's need for LOA and provide the following
    - Name
    - Contact information such as email, phone number, address
    - Work schedule

HRBP/Leave Coord

Once notified by unit, Leave Coordinator will:

- Review employee's eligibility for leave
- Advise and consult with employee (in person, via Zoom, phone, email)
- Create and submit LOA Packet for processing
- Maintain documentation and tracking of all LOA for review and audit purposes
- Submit to APPS for LOA processing

APPS

Leave Coordinator will liaise with APPS and UCPath on behalf of the employee on approved leaves

- APPS will process LOA to feed into UCPath
- APPS will escalate issues on behalf of employee to UCPath (only Shared Service centers can escalate issues on behalf of others to UCPath)

HRBP/ Department/Division

- Leave Coordinator will designate LOA and provide documentation to employee
- Leave Coordinator will communicate leave duration to the department when information becomes available
- Leave Coordinator will liaise between employee and department on return to work and work restrictions
- Leave Coordinator will inform APPS when to return employee to work once LOA is finished