

LEAVE OF ABSENCE

P-1 Type 501 Leave of Absence

Requires Approvals by: PA DEPT BENE COMP

COMPLETING THE P1

Last Work Day: Enter the last day the employee was physically at work.

Leave Reason: Enter the applicable leave code. Refer to the Leave Code Chart and Definitions for descriptions of the leave codes.

LOA Date: (Leave of Absence Date) Enter the first full day the employee was on leave without pay. For an employee going on medical leave this is usually the day after the employee has exhausted all available balances.

The leave of absence date must be in the current pay period if the employee is being placed in leave code 41, 50, or 54, and has hours to be paid on the timesheet.

LOA Return Date: Enter the date the employee is scheduled to return to work. If you are unsure of the employee's return date, enter an approximate return date. The return date cannot be in the current pay period – it must be in the future.

LEAVE OF ABSENCE GUIDANCE

Putting an employee on leave:

- An employee should be moved to a leave code if the leave code is applicable for more than one pay period; however, any time an employee goes into leave without pay (LWOP) status they should be moved to a leave code that pay period (in which they first have LWOP).
 - Do **not** keep an employee in active status (code **00 Active**) in order to pay the minimal vacation and sick balances that will accrue from the timesheet (see Paying out leave balances section).
- An employee must have exhausted all available leave balances before being moved to a medical leave code (**53 FMLA for Family Member**, **54 Medical Leave Without Pay**, or **57 Medical Intermittent Leave**).
 - If the employee's leave is FMLA-covered they may elect to retain up to 80 vacation hours under Administrative Rule 63.4(14).
 - If an employee is on leave for a family member or bonding leave, only the Family Care portion of the employee's sick leave (up to 40 hours), not the entire sick leave balance, needs to be exhausted.
- Use the 502 Leave Code Correction P1 any time a change needs to be made to the employee's leave status, but the employee has not yet fully returned to work. Scenarios this P1 may be needed include:
 - An employee in leave code **57 Medical Intermittent Leave** stops working intermittently and will remain off work, so the employee should be moved to code **54 Medical Leave Without Pay**.
 - An employee who is in leave code **54 Medical Leave Without Pay** returns to work on an intermittent basis, so the employee should be moved to code **57 Medical Intermittent Leave**.
 - An employee in leave code **53 FMLA for Family Member** has exhausted their FMLA hours, so the employee needs to be moved to code **50 Leave Without Pay**.
 - Moving an employee between leave codes **40 Military Leave With Pay** and **41 Military Leave Without Pay** (see Military Leave section)

Leave codes and donated leave:

- Refer to the Leave Code Chart and Definitions document for more information about when the employee will be paid and what deductions will be taken when in a specific leave code.
- HRIS will allow an employee to receive catastrophic donations if they are in one of the following leave codes: **50 Leave Without Pay** (non-FMLA leave for a family member), **53 FMLA for Family Member**, **54 Medical Leave Without Pay**, or **57 Medical Intermittent Leave**.
 - Note that an employee must meet all program requirements to be eligible for Catastrophic Pay.

LEAVE OF ABSENCE CONTINUED

- For more information on Donated Leave for Catastrophic illness, refer to the Donated Leave website.

Ensuring timesheet hours are paid:

- If an employee in leave code **41 Military Leave Without Pay**, **50 Leave Without Pay** or **54 Medical Leave Without Pay** needs to be paid for any timesheet hours in the pay period they are placed on leave, the Leave of Absence (LOA) Date **must** be in the current pay period.
 - Alternatively, in the pay period an employee resumes working, the employee must either be moved to a leave with pay code (using the 502 Leave Code Correction P1), or returned from leave (using the 520 Return from Leave P1) before payroll processes in order to be paid for any hours on the timesheet.

Paying out leave balances:

- If an employee's usable leave balances total greater than ten (10) hours, or if the leave balances total less than ten hours, but the employee has hours worked, enter the leave balances on the timesheet (or PAYN, if applicable).
- If an employee's usable leave balances total ten (10) hours or less and the employee does not have any hours worked, do **not** enter the hours on the timesheet or PAYN.
 - The employee's timesheet or PAYN screen should reflect all leave without pay.
 - Write an 846 P1 to pay out the employee's remaining sick and vacation balances in the "Reg Oth Pay Adj" field. Balances should be paid out to at least four decimal places.
 - Write a 271 Leave Balance Correction P1 to completely zero out the employee's balances.

Example:

- An employee is being placed on leave in the 07/26/2019 pay period. She had 8 hours worked on 07/26 and then used her remaining sick and vacation balances which totaled 54.22 hours. Her first full day of leave without pay was 08/07/2019.
- The 501 Leave of Absence P1 should be completed as follows:
 - **Last Work Day:** 07/26/2019
 - **Leave Reason:** 54 Medical Leave Without Pay
 - **LOA Date:** 08/07/2019 (*must be in current pay period for timesheet to pay if leave code 54*)
 - **LOA Return Date:** 10/04/2019 (*cannot be in current or past pay period*)
- Her balances at the start of the following 08/09/19 pay period are 2.8717 vacation hours, and 4.3075 sick hours (accruals on 62.22 hours from previous pay period). Because these balances total 7.1792 hours (less than ten), they must be paid out on an 846 P1 in the "Reg Oth Pay Adj" field and zeroed out on a 271 P1.
- **Note:** It may be beneficial to calculate the accruals an employee will earn before placing the employee on leave. If the employee will earn more than 10 total hours of sick and vacation, it may be better to wait until the following pay period to place the employee on leave.

Holidays:

- An employee can only receive holiday pay while on leave if they are in pay status the last scheduled workday before and the first scheduled workday after the holiday (Administrative Rule 63.8(3)).
- Time type 950 FMLA Holiday is a **pay** time type. If you have an employee on FMLA who is not eligible for holiday pay, do **not** use time type 950; instead, change the holiday to the applicable leave without pay time type.

Pay Increases:

- Employees on leave will automatically receive any across-the-board (ATB) increases they are eligible for.
- Employees on military leave should be given a merit increase in the pay period they are eligible.
- All other employees on leave are not eligible for merit pay increases until returning from leave, unless the employee is working intermittently.

LEAVE OF ABSENCE CONTINUED

MILITARY LEAVE

- Only put an employee on military leave if they will be gone for more than one pay period. Do not put an employee on leave if they are just going away for weekend duty.
- Leave code **41 Military Leave Without Pay** should be used when an employee is going on military leave for an extended period of time. Do not move the employee to this code until the 30 days (or what remains) of annual military leave with pay are exhausted, and any vacation and/or comp time hours requested are used. An employee on military leave is not required to use vacation or comp time, but may elect to do so if balances permit.

Example:

- An employee went on active duty on 09/17/2019 and will return from duty 07/01/2020. The employee has 26 days of annual military leave with pay remaining to be paid, and is not electing to use any vacation or comp time.
- Move the employee to leave code **40 Military Leave With Pay** in the 09/06/2019 pay period.
 - The employee will remain in this leave code until the 10/18/2019 pay period. This is because the employee's last day of annual military leave with pay will be 10/22/2019.
- The 501 Leave of Absence P1 should be completed as follows:
 - **Last Work Day:** 09/16/2019
 - **Leave Reason:** 40 Military Leave With Pay
 - **LOA Date:** 09/17/2019 (*this is the day the employee went on active duty*)
 - **LOA Return Date:** 07/01/2020
- In the 10/18/2019 pay period, move the employee to leave code **41 Military Leave Without Pay** using the 502 Leave Code Correction P1.
- The 502 Leave Code Correction P1 should be completed as follows:
 - **Last Work Day:** 09/16/2019
 - **Leave Reason:** 41 Military Leave Without Pay
 - **LOA Date:** 10/23/2019
 - *This should be the day after the employee ran out of annual military leave with pay or stopped using vacation/comp time. It must be in the current pay period for the employee to be paid hours on the timesheet or PAYN.*
 - **LOA Return Date:** 07/01/2020
- At the start of the new calendar year (January), any employees on military leave without pay will need to be moved to leave code **40 Military Leave With Pay**, in order to be paid the 30 days of annual military leave with pay.
 - Write a 502 Leave Code Correction P1 to change the Leave Reason to **40 Military Leave With Pay**. It is not necessary to update the dates on the P1, unless the employee's return date has changed.
 - Do **not** use the 520 Return from Leave P1 – that P1 type is only used when the employee has physically returned to work.
 - Once the 30 days of military leave have been paid, write another 502 Leave Code Correction P1 to change the employee's Leave Reason back to **41 Military Leave Without Pay**.

Example continued:

- The employee in the example above will still be on active duty as of 01/01/2020, so he must be paid the 30 days of annual military leave with pay starting on 01/02/2020.
- In the 12/27/2019 pay period, write a 502 Leave Code Correction P1 to update the employee's leave code to **40 Military Leave With Pay** (no changes are needed to the leave dates). CONTINUED ON NEXT PAGE

LEAVE OF ABSENCE CONTINUED

- The 30th day of annual military leave with pay falls on 02/13/2020, so the employee will resume military leave without pay status as of 02/14/2020.
- In the 02/07/2020 pay period, write a 502 Leave Code Correction P1 to change the employee's leave code back to **41 Military Leave Without Pay**.
- The 502 Leave Code Correction P1 should be completed as follows:
 - **Last Work Day:** 09/16/2019
 - **Leave Reason:** 41 Military Leave Without Pay
 - **LOA Date:** 02/14/2020 (*this is the first day of LWOP after the 30 days of annual leave*)
 - **LOA Return Date:** 07/01/2020

- For more information on Military Leave, refer to the Military Leave of Absence Manual.

RETURN FROM LEAVE

- To return an employee from leave, complete a 520 Return from Leave P1 and enter code **56 Return from Leave** in the "Leave Reason" field on page 3 of the P1.

APPLICABLE ADMINISTRATIVE RULES

Refer to Iowa Administrative Code, 11 Administrative Services Department, Chapter 63 Leave.