

LEAVE OF ABSENCE

P-1 Type 501 Leave of Absence

Requires Approvals by: PA DEPT COMP

Completing the P1:

- Last Work Day field: Enter the last day the employee was physically at work.
- Leave Reason field: Enter the applicable leave code. Refer to the [Leave Code Chart and Definitions](#) for descriptions of the leave codes.
- Leave of Absence (LOA) Date field: Enter the first 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.
- LOA Return Date field: 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.

Notes about 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.
- An employee should not be moved to a medical leave code (53 - FMLA for Family Member, 54 - Medical Leave Without Pay, or 57 - Medical Intermittent Leave) until all available balances have been exhausted.
- Employees in leave codes 41, 50 or 54 will not be paid for any regular base pay (hours on the timesheet), unless the Leave of Absence (LOA) Date is in the current pay period. The employee must be returned, using code 56 - Return from Leave, or moved to a with-pay leave code, before payroll processes in order to be paid from the timesheet.
- If an employee will be going on FMLA for Family Member, 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. The employee's other available balances must be exhausted in full, unless the employee has elected to retain vacation hours per the Administrative Rules or applicable contract.
- 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 (per Admin Rule [63.8\(3\)](#)). Note that 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.
- If an employee in leave code 57 - Medical Intermittent Leave stops working intermittently and will remain off work, the employee should be moved to code 54 - Medical Leave Without Pay; or, if an employee who is in leave code 54 returns to work on an intermittent basis, the employee should be moved to code 57 using the 502 Leave Code Correction P1.
- Employees who are going on 54 - Medical Leave Without Pay (or code 53 - FMLA for Family Member, and not working intermittently) should be put on leave in the pay period of their first day on leave without pay. Do not keep the employee in code 00 - Active in order to pay the minimal vacation and sick balances that will accrue from the timesheet. Instead, in the pay period after the employee is put on leave, complete an 846 P1 to pay out the employee's remaining sick and vacation balances (which should only be the sick and vacation that was accrued on the hours in the prior pay period) in the "Reg Oth Pay Adj" field. Also write a 271 Leave Balance Correction P1 to completely zero out the employee's balances.

LEAVE OF ABSENCE CONTINUED

Example:

- An employee last worked on 02/17/2014 and has been using her remaining sick and vacation balances since that time. The employee's sick and vacation balances will be exhausted as of 03/05/2014, so a 501 Leave of Absence P1 should be completed to put her on leave in the pay period in which that date falls - 02/28/2014.
- The following dates should be entered on her 501 Leave of Absence P1:
 - Last Work Day: 02/17/2014
 - Leave Reason: 54 Medical Leave Without Pay
 - LOA Date: 03/05/2014
 - LOA Return Date: 04/25/2014 (must be more than one pay period from the LOA Date)
- Her balances at the start of the 02/28/14 pay period are 13.2559 vacation and 5.7942 sick. She will be paid for: 8 hours on 02/28 and 03/03 (5.79 sick and 10.21 vacation used), and 3.04 vacation and 4.96 leave without pay on 03/04, for a total of 19.04 hours paid that pay period. These hours will be paid since the LOA Date falls within the pay period, but she cannot be paid from the timesheet after the 02/28 pay period until she has been returned from leave.
- The sick and vacation that is accrued on the 19.04 hours in the 02/28 pay period should be paid out in the "Reg Oth Pay Adj" field on an 846 P1 in the 03/14/2014 pay period, and a 271 Leave Balance Correction P1 should also be done to zero out her balances.

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.
- 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 leave is exhausted, and any vacation and/or comp time requested is used. An employee on Military Leave does not have to use vacation or comp time, but may elect to do so if balances permit.

Example:

- An employee went on active duty 09/17/2012 and will return from duty 07/01/2014. The employee has 26 days of annual leave remaining to be paid and is not electing to use any vacation or comp time. He will remain in code 00 - Active until the 10/12/2012 pay period, at which time he should be moved to code 41 - Military Leave Without Pay. This is because his last day of annual leave will be 10/22/2012.
- The following dates should be entered on the 501 Leave of Absence P1:
 - Last Work Day: 09/14/2012
 - Leave Reason: 41 Military Leave Without Pay
 - LOA Date: 10/23/2012
 - This should be the day after the employee ran out of annual leave or stopped using vacation/comp time. It must be in the current pay period for the employee to be paid hours on the timesheet.
 - LOA Return Date: 07/01/2014
- Code 40 - Military Leave With Pay should only be used for employees who are still in code 41 - Military Leave Without Pay when January rolls around, in order to pay the 30 days of annual leave.

Example continued:

- Since the employee in the example above will still be on active duty as of 01/01/2013, he must be moved to code 40 - Military Leave With Pay in the 12/21/2012 pay period in order to be paid the 30 days of annual leave starting on 01/02/2013.
- Once the 30 days of annual leave have been paid the employee should be moved back to code 41 - Military Leave Without Pay.

LEAVE OF ABSENCE CONTINUED

- In order to pay employees who are in code 41 - Military Leave Without Pay their 30 days of paid military leave, write a 502 Leave Code Correction P1 and change the Leave Reason to code 40 - Military Leave With Pay. You should **not** use the 520 Return from Leave P1 – that P1 type is only used when the employee is physically returning 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 code 41 - Military Leave Without Pay.
- For more information on Military Leave, refer to the [Military Leave & Military Pay Differential memo](#).

Leave Codes:

- Please 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.
- For more information on Donated Leave, please refer to the [275-846 Donated Leave-Catastrophic Pay](#) document.
- Donated leave can now be given to employees in several different leave codes: 50 - Leave Without Pay (for non-FMLA leave for a family member), 53 - FMLA for Family Member, 54 - Medical Leave Without Pay, and 57 - Medical Intermittent Leave. Note that an employee must meet all program requirements to be eligible for Catastrophic Pay.

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.
- **Note:** You do not need to return an employee from leave in order to terminate them, unless the employee is in a without pay code and will have regular base pay (hours paid on timesheet) in the final pay period. All leave codes now allow employees to receive term leave pay, regardless of whether they are in a with pay or without pay leave code.

Administrative Rule:

Refer to Iowa Administrative Code, 11 Administrative Services Department, [Chapter 63 Leave](#).

Managers and Supervisors Manual:

Refer to the Managers and Supervisors Manual, [Chapter 6](#).