

## **LEAVE OF ABSENCE CHANGE**

### **P-1 Type 502 Leave Code Correction**

Requires Approvals by: PA DEPT COMP

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- This P1 type is used to correct/change any of the fields on the 501 Leave of Absence P1. It can be used to change an employee's Last Work Day, Leave Reason code, Leave of Absence (LOA) Date, or LOA Return Date.
- This P1 can also be used to put an employee back in code 00 - Active in the event that the employee was put on leave too early, or should not have gone on leave at all. In situations like this, rather than completing a 520 Return from Leave P1, write a 502 Leave Code Correction P1 and enter "00" in the Leave Reason field (all other fields can be left blank). When the P1 processes the employee will be active again and all dates will have reset to zeros.
- **Note:** The LOA Return Date on the "To" side of the P1 cannot be in the past or the P1 will reject. This field must either be updated to a future date, or the field can be left blank and the P1 will process ok.
- 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.
- In the pay period after 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.
- Refer to the P1 description for [501 Leave of Absence](#) for more information about when an employee should be placed on leave; what should be entered in the Last Work Day, LOA Date, and LOA Return Date fields; and which leave code to use for an employee.

#### **Leave of Absence With or Without Pay Codes:**

- 40 Military Leave With Pay
- 44 Educational Leave
- 53 FMLA for Family Member
- 57 Medical Intermittent Leave

#### **Leave of Absence Without Pay Codes:**

- 41 Military Leave Without Pay
- 50 Leave Without Pay
- 54 Medical Leave Without Pay
- 59 Temporary Layoff