

Return from Leave of Absence with Pay

An employee may be placed on leave with pay (administrative leave) because the employee is relieved of duties with pay pending an investigation, job injury, health reasons, military leave for training, or sabbatical. See K.A.R. 1-2-74 and 1-9-19

If the employee terminates, return the employee from the leave of absence before entering the termination. The Effective Date of the return must be at least one day before the date of termination if the terminating employee is to be paid out for leave balances. If not, you may use the same date for the return from leave and termination by using effective sequencing.

How To: Return an employee from leave with pay to prior position.

STEP 1: Select the menu items in the following order: **Workforce Administration > Job Information > Job Data**

Expected Results: Job Data search page displays.

STEP 2: Enter the **Employee ID** in the EmplID field. Click 

Expected Results: Work Location page displays.

STEP 3: Click  to add a row.

Expected Results: A new Job Data row is added with the current date in the Effective Date field.

STEP 4: Change the **Effective Date** to the date the employee returns to work.

Expected Results: The field updates after tabbing out or clicking on another field.

STEP 5: Select **Return from Leave** from the drop down list in the Action field.

Expected Results: Return from Leave action displays. Payroll Status changes to Active.

STEP 6: Select **Return From Leave** from the drop down list next to the Reason field.

Expected Results: Reason displays

STEP 7: Click 

Expected Results: