## HR-090 Leave of Absence

<table>
<thead>
<tr>
<th>HR-090</th>
<th>Leave of Absence</th>
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<tbody>
<tr>
<td><strong>Leave of absence outlines</strong></td>
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<td>• Activities include the approval and coordination to begin, extend, or return from a leave.</td>
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<table>
<thead>
<tr>
<th>HR-090-010</th>
<th>Manage Leave Requests</th>
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<tbody>
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<td>The intake, review, and approval or denial of leave requests.</td>
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<tr>
<th>HR-090-020</th>
<th>FMLA Leave Request</th>
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<td>The intake, review, and approval or denial of FMLA leave requests.</td>
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<thead>
<tr>
<th>HR-090-030</th>
<th>Manage Return From Leave</th>
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<td>The intake, review, and approval or denial of return-to-work requests.</td>
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<tr>
<th>HR-090-040</th>
<th>Manage Work Accommodations</th>
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<tbody>
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<td>The intake, review, and approval or denial of alternative work duties / schedules.</td>
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HR-090 Leave of Absence
HR-090-030 Manage Return From Leave

1. **Monitor EEs on Leave Approaching Return to Work (RTW) Date**
   - Contact EE of Pending Return To Work
2. **Review Leave of Absence Completion, Docs Received, and Eligibility To RTW**
   - Create Employee Status Change
   - Notify Relevant Stakeholders of Employee Return To Work
3. **Discusses with HR Employer's Intent to Return to Work**
4. **Compose Leave of Absence and Submit Medical Release, if applicable**
   - Receive Notification of Employee's Return to Work Date
5. **Discuss Return to Work with Manager**
6. **Discuss Return to Work w/ Manager**
7. **End**

**Actions:***
- Yes: Pre-Leave Position Available?
  - No: Identify Equivalent Open Position
  - Yes: Is Modified Duty Required?
    - No: Extend Leave?
    - Yes: Is the Employee on FMLA w/ Remaining FMLA Hours?
      - No: Notify Relevant Stakeholders of Employee Return To Work
      - Yes: FMLA Leave Request
8. **Extend Leave?**
   - Yes: Is the Employee on FMLA w/ Remaining FMLA Hours?
   - No: Notify Relevant Stakeholders of Employee Return To Work
9. **First Report of Injury**
10. **Manage Leave Requests**
11. **Manage FMLA Leave Request**
12. **Manage Involuntary Separation**
13. **Manage Voluntary Separation**
14. **Manage Leave Requests**
15. **Manage Work Accommodations**
16. **Manage Work Data Changes**
17. **Employee Movement**
18. **FMLA Leave Request**
19. **Identify Equivalent Open Position**
20. **Employee Movement**
21. **Employee Movement**
22. **End**