

OHR end-user documentation overview

# Leave of Absence or Hold

## Business reasons

Benefits Design and Management  
Office of Human Resources

# Leave of Absence or Hold – Business Reasons

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# Leave of Absence or Hold – Business Reasons

## Objectives

This document outlines the basic information you will need to approve and process an employee's request for the following type of leave: Leave of Absence or Hold – Business Reasons.

After reading this guide, you will be able to determine an employee's eligibility for leave and complete the appropriate leave paperwork. The forms required for leave administration have been designed to provide the mandated information required by ASU policy.

## Employee Eligibility

Classification:

- Faculty
- Academic Professional
- Administrator
- University Staff
- Classified Staff

Employment Type:

- Regular
- NT/NC Acad

Work Hours:

- Full-time - 40 hours per week- benefits-eligible
- Part-time - 20-39.99 hours per week - benefits-eligible

## Reason

An employee is eligible for leave for the following reasons:

- Business related, non-medical personal purposes such as:
  - Administrative Leave\*
  - Business Leave
    - Fellowship
    - Research
    - Visiting Professor
    - Professional
  - Hold: Position held pending funding
  - Sabbatical

\*May not be subject to employee eligibility criteria.

**Note: a leave of absence cannot be effective on the same date as a hire date.**

## Duration

In no case should any combination of paid or unpaid leave of absence - e.g., FMLA, extended leave of absence, business-related leave - and paid leave benefits - e.g. vacation - be approved for more than 12 consecutive months from the first day of leave.

# Leave of Absence or Hold – Business Reasons

## Definitions

### Leave of Absence

A paid or unpaid employment status designating that an employee is absent from work for three business days or greater.

### Leave Benefit Plan

A benefit - e.g. vacation, sick, or parental leave - that compensates the employee when they are absent from work.

### Leave No Pay No Benefits

Terminates all benefits - e.g. medical, dental, vision, life, paid leave benefits, tuition waiver, etc. - at the end of the pay period in which status change occurs with the exception of mandatory or voluntary retirement plans.

### Leave No Pay with Benefits

Continues current benefit elections on benefits-eligible position or allows employee to decrease or decline benefits within 30 days of leave status change with completion of Benefits/Enrollment Change Form.

## Step 1 – Determine leave process

To effectively manage leaves, you must understand the process in your area.

### Centralized:

One person, - e.g. a Department Leaves Representative, a BOM, a Dept Time Administrator or an HR Manager - handles the whole process.

### Decentralized:

Each separate division - office, unit, department or team - within your area handles the entire process for the employees in that particular section.

### Hybrid:

The process is handled individually by each separate division, but channeled through one main authority in your area

## Step 2 – Complete required steps for leave of absence for faculty and academic professionals

[Provost Process Guide for Leave of Absence - Faculty](#)

[Provost Process Guide for Leave of Absence - Academic Professional](#)

Mandatory for Holds: Department must obtain ACA Compliance approval for all Holds – with No Benefits prior to approving Hold. Proof of ACA Compliance approval must accompany the request form to ensure we comply with the Affordable Care Act. Email [Compliance](#) for approval.

## Leave of Absence or Hold – Business Reasons

### Step 3 – Complete-issue the Data Management Exception form for Leave Action



#### Data Management Exception Form

FAX: 480-237-9011

Email: [datamgmt@asu.edu](mailto:datamgmt@asu.edu)

This form may be utilized for PeopleSoft actions that cannot be entered via the Personnel Transaction Request by the required deadline(s), limitation of program options, or due to hard system errors only. It should not be used instead of, or in addition to submitting an online renewal or PTR.

EMPLOYEE INFO					
Employee ID	1000123456	Employee Name		Empl Record #	0
JOB DATA INFO					
Effective Date	01/01/2018	End Date (if applicable)		Position	221456
				Jobcode	190123
Action	LOA/PLA - Paid Leave of Absence	Reason	LOA/ADM - Administrative Leave	<small>The 'Action' and 'Reason' should each begin with the same three (3) letter code (ex: PRO and PRO/COP).</small>	
Department	D0101	Std Hrs	40	FTE	1.00
				Reg/Temp-Full/Part	Regular/Full-time
Biweekly/Hry Rate	1100	Comp Frequency	ASUBW	Annual Salary	28,600.000000
<b>NOTES:</b> Please indicate the reason this form is being utilized. If there was a hard system error, please include/attach a print screen of the error to this form. Use this area to provide additional account information, as needed, such as for split distribution for Leave of Absence.					
notification attached					
RECRUITMENT DATA (required for Kenexa Errors and Student Employee transactions)					
Recruit Type		Job Opening		Applicant ID	
RETROACTIVE PAY (required when job transaction requested above results in retro pay)					
Retro Amount		Manual Check Requested	<input type="checkbox"/>	Process on Next On-Cycle	<input type="checkbox"/>
BUSINESS LEAVE OF ABSENCE <b>IMPORTANT:</b> 'No Benefits' status requires prior approval from <a href="#">ACA Compliance</a> (attach approval).					
Proposed Return Date	01/15/2018	Benefits Status	With Benefits	Agency Org to cover ERE costs	

- After all required approvals have been obtained, complete the Data Management Exception form - DMX
  - Issue this form in the pay period in which the leave occurs to FS Employment Data Management.
- Fax the completed form and the completed Application for Leave of Absence for Faculty and Academic Professionals to **FS Employment Data Management** at **480-237-9011**.
  - If Business Leave - not Administrative, Hold, or Sabbatical - fax copy to:
    - **FS Employment Data Management** at **480-237-9011**
    - **and OHR Benefits Data Management** at **480-993-0007**.
- Indicate the date faxed and place in employee's department leave file.

**Note: A leave of absence cannot be effective on the same date as a hire date.**

## Leave of Absence or Hold – Business Reasons

### Step 4 Issue the ASU Leave of Absence or Hold – Business Reasons Designation Notice

- Upon approval of leave, complete and mail to employee within 10 business days.
- On copy, indicate date form was given to employee and place in employee's department leave file



### Leave of Absence or Hold – Business Reasons Designation Notice

DATE: \_\_\_\_\_ Employee 10-digit ID: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_  
College or Department Name College or Department Number

Dear \_\_\_\_\_,

Your leave of absence has been approved from \_\_\_\_\_ through (if determined) \_\_\_\_\_ and will be designated as a:


Business Leave:

Fellowship  Research  Visiting Professor  Professional

Hold:

This leave of absence/hold will be (check one):

Paid with Benefits  Paid without Benefits  Unpaid with Benefits  Unpaid without Benefits



## Leave of Absence or Hold – Business Reasons

### Step 5 – Complete the Data Management Exception form for Status Change

- Issue this form to FS Employment Data Management no later than the pay period when any of the following events occur:
  - Duration of leave period changes
  - Type of leave changes
  - Pay Status changes
  - Employee returns to work
  
- Fax the completed form to **FS Employment Data Management** at **480-237-9011**.
  - If Business Leave (not Administrative, Hold, or Sabbatical) fax copy to:
    - **FS Employment Data Management** at **480-237-9011**
    - **and OHR Benefits Data Management** at **480-993-0007**.
  
- Indicate the date faxed and place in employee's department leave file.



### Data Management Exception Form

**FAX: 480-237-9011**

**Email: datamgmt@asu.edu**

This form may be utilized for PeopleSoft actions that cannot be entered via the Personnel Transaction Request by the required deadline(s), limitation of program options, or due to hard system errors only. It should not be used instead of, or in addition to submitting an online renewal or PTR.

EMPLOYEE INFO					
Employee ID	<input type="text" value="1000123456"/>	Employee Name	<input style="width: 100%;" type="text"/>		
		Empl Record #	<input type="text" value="0"/>		
JOB DATA INFO					
Effective Date	<input type="text" value="01/15/2018"/>	End Date (if applicable)	<input type="text"/>	Position	<input type="text" value="221456"/>
				Jobcode	<input type="text" value="190123"/>
Action	<input type="text" value="RFL - Return from Business Leave or Hold"/>	Reason	<input type="text" value="RFL/RFL - Return from Leave with Benefits"/>		
			The 'Action' and 'Reason' should each begin with the same three (3) letter code (ex: PRO and PRO/COP).		
Department	<input type="text" value="D0101"/>	Std Hrs	<input type="text" value="40"/>	FTE	<input type="text" value="1.00"/>
				Reg/Temp-Full/Part	<input type="text" value="Regular/Full-time"/>
Biweekly/Hry Rate	<input type="text" value="1100"/>	Comp Frequency	<input type="text" value="ASUBW"/>		Annual Salary
					<input type="text" value="28,600.000000"/>
NOTES: Please indicate the reason this form is being utilized. If there was a hard system error, please include/attach a print screen of the error to this form. Use this area to provide additional account information, as needed, such as for split distribution for Leave of Absence.					
notification attached					
RECRUITMENT DATA (required for Kenexa Errors and Student Employee transactions)					
Recruit Type	<input type="text"/>	Job Opening	<input type="text"/>	Applicant ID	<input type="text"/>
RETROACTIVE PAY (required when job transaction requested above results in retro pay)					
Retro Amount	<input type="text"/>	Manual Check Requested	<input type="checkbox"/>	Process on Next On-Cycle	<input type="checkbox"/>
BUSINESS LEAVE OF ABSENCE <span style="font-weight: bold; font-size: small;">IMPORTANT: 'No Benefits' status requires prior approval from <a href="#">ACA Compliance</a> (attach approval).</span>					
Proposed Return Date	<input type="text"/>	Benefits Status	<input type="text" value="With Benefits"/>		Agency Org to cover ERE costs
					<input type="text"/>

## Leave of Absence or Hold – Business Reasons

### Process Checklist – Quick Reference Guide

- Step 1 – Determine Leave Process
- Step 2 – Complete required steps for Leave of Absence for Faculty and Academic Professionals
- Step 3 – Complete the Data Management Exception – DMX - form for Leave Action
- Step 4 – Issue the Designation Notice
- Step 5 – Complete the DMX form for Status Change



## Leave of Absence or Hold – Business Reasons

### Request form examples

#### Initial Leave of Absence or Status Change



#### Data Management Exception Form

FAX: 480-237-9011

Email: [datamgmt@asu.edu](mailto:datamgmt@asu.edu)

This form may be utilized for PeopleSoft actions that cannot be entered via the Personnel Transaction Request by the required deadline(s), limitation of program options, or due to hard system errors only. It should not be used instead of, or in addition to submitting an online renewal or PTR.

EMPLOYEE INFO			
Employee ID	1000123456	Employee Name	Empl Record # 0
JOB DATA INFO			
Effective Date	01/01/2018	End Date (if applicable)	Position 221456 Jobcode 190123
Action	LOA/PLA - Paid Leave of Absence	Reason	LOA/ADM - Administrative Leave <small>The 'Action' and 'Reason' should each begin with the same three (3) letter code (ex: PRO and PRO/COP).</small>
Department	D0101	Std Hrs	40 FTE 1.00 Reg/Temp-Full/Part Regular/Full-time
Biweekly/Hry Rate	1100	Comp Frequency	ASUBW Annual Salary 28,600.000000
NOTES: Please indicate the reason this form is being utilized. If there was a hard system error, please include/attach a print screen of the error to this form. Use this area to provide additional account information, as needed, such as for split distribution for Leave of Absence.			
notification attached			
RECRUITMENT DATA (required for Kenexa Errors and Student Employee transactions)			
Recruit Type	Job Opening	Applicant ID	
RETROACTIVE PAY (required when job transaction requested above results in retro pay)			
Retro Amount	Manual Check Requested	Process on Next On-Cycle	
BUSINESS LEAVE OF ABSENCE <span style="font-weight: normal; font-size: small;">IMPORTANT: 'No Benefits' status requires prior approval from <a href="#">ACA Compliance</a> (attach approval).</span>			
Proposed Return Date	01/15/2018	Benefits Status	With Benefits Agency Org to cover ERE costs

#### Return from Leave of Absence – Business Reasons



#### Data Management Exception Form

FAX: 480-237-9011

Email: [datamgmt@asu.edu](mailto:datamgmt@asu.edu)

This form may be utilized for PeopleSoft actions that cannot be entered via the Personnel Transaction Request by the required deadline(s), limitation of program options, or due to hard system errors only. It should not be used instead of, or in addition to submitting an online renewal or PTR.

EMPLOYEE INFO			
Employee ID	1000123456	Employee Name	Empl Record # 0
JOB DATA INFO (all fields required, enter current value if no change)			
Effective Date	01/15/2018	End Date (if applicable)	Position 221456 Jobcode 190123
Action	RFL - Return from Business Leave or Hold	Reason	RFL/RFL - Return from Leave with Benefits <small>The 'Action' and 'Reason' should each begin with the same three (3) letter code (ex: PRO and PRO/COP).</small>
Department	D0101	Std Hrs	40 FTE 1.00 Reg/Temp-Full/Part Regular/Full-time
Biweekly/Hry Rate	1100	Comp Frequency	ASUBW Annual Salary 28,600.000000
NOTES: Please indicate the reason this form is being utilized. If there was a hard system error, please include/attach a print screen of the error to this form. Use this area to provide additional account information, as needed, such as for split distribution for Leave of Absence.			
notification attached			
RECRUITMENT DATA (required for Kenexa Errors and Student Employee transactions)			
Recruit Type	Job Opening	Applicant ID	
RETROACTIVE PAY (required when job transaction requested above results in retro pay)			
Retro Amount	Manual Check Requested	Process on Next On-Cycle	
BUSINESS LEAVE OF ABSENCE <span style="font-weight: normal; font-size: small;">IMPORTANT: 'No Benefits' status requires prior approval from <a href="#">ACA Compliance</a> (attach approval).</span>			
Proposed Return Date		Benefits Status	With Benefits Agency Org to cover ERE costs

# Leave of Absence or Hold – Business Reasons

Modify Return Date



## Data Management Exception Form

FAX: 480-237-9011

Email: [datamgmt@asu.edu](mailto:datamgmt@asu.edu)

This form may be utilized for PeopleSoft actions that cannot be entered via the Personnel Transaction Request by the required deadline(s), limitation of program options, or due to hard system errors only. It should not be used instead of, or in addition to submitting an online renewal or PTR.

### EMPLOYEE INFO

Employee ID  Employee Name  Empl Record #

### JOB DATA INFO

Effective Date  End Date (if applicable)  Position  Jobcode

Action  Reason  The 'Action' and 'Reason' should each begin with the same three (3) letter code (ex: PRO and PRO/COP).

Department  Std Hrs  FTE  Reg/Temp-Full/Part

Biweekly/Hry Rate  Comp Frequency  Annual Salary

**NOTES:** Please indicate the reason this form is being utilized. If there was a hard system error, please include/attach a print screen of the error to this form. Use this area to provide additional account information, as needed, such as for split distribution for Leave of Absence.

update return date from 1/15 to 2/1.

### RECRUITMENT DATA (required for Kenexa Errors and Student Employee transactions)

Recruit Type  Job Opening  Applicant ID

### RETROACTIVE PAY (required when job transaction requested above results in retro pay)

Retro Amount  Manual Check Requested  Process on Next On-Cycle

### BUSINESS LEAVE OF ABSENCE **IMPORTANT:** 'No Benefits' status requires prior approval from [ACA Compliance](#) (attach approval).

Proposed Return Date  Benefits Status  Agency Org to cover ERE costs

# Leave of Absence or Hold – Business Reasons

## Forms and Policy References

### **Policies**

#### **ACD Policies**

[506-03 Faculty Probationary Appointments](#)

[701 Responsibilities of Faculty during Leaves from Campus](#)

[704-01 Vacation Leave](#)

[707 Leave of Absence without Pay](#)

[705 Sabbatical Leave](#)

#### **SPP Policies**

[404-04 Overtime](#)

[702-01 Vacation Leave](#)

[704-06 Administrative Leave of Absence](#)

### **Forms**

Specific to Leave of Absence or Hold – Business Reasons

[Application for Leave of Absence for Faculty and Academic Professionals](#)

[Data Management Exception Form - DMX](#)

[Leave of Absence or Hold - Business Reasons Designation Notice](#)