

Leave of Absence Guide for Managers

This document will provide you with the tools to best support your employees who may need a leave of absence.

Manager Resources:

- Attend the [Leave of Absence Presentation for Managers](#).
- Familiarize yourself with the leave information and [FAQs](#) on the HR Portal.
- Review and learn more about our [EAP Program](#).
- If you have any questions regarding leave, submit an AskHR ticket via the HR Portal.

Before the leave:

- Direct your employee to submit a ticket through the HR Portal to notify HR of their leave needs.
- Clarify with your employee if they'd like to borrow PTO (up to -40 hours) or go unpaid if they exhaust their accrued PTO while on leave.
- Discuss a transition plan with your employee before their leave.

During the leave:

- Review all correspondence from HR and reach out with any questions.
- For paid leaves, payroll will log their time, but you'll need to approve their timecard each week.
- For unpaid leaves, accrued PTO should be exhausted before logging time as unpaid.
 - To code time off as unpaid:
 - **Kronos Users:** Use the pay code 'Absent Unexcused Unpaid' or 'Unpaid Excused Absence' with the number of unpaid hours.
 - **Timex Users:** Use task 2.3 'Unpaid Leave' with the number of unpaid hours.
- Relay any updates your employee provides you to HR.
- While your employee is on leave, do not communicate with them about work-related matters.

After the leave:

- Forward any return-to-work notes the employee provides to HR.
- Inform HR promptly if your employee communicates any restrictions, accommodations, or additional leave needs.
- Near the end of an employee's continuous leave, touch base to discuss a return plan if necessary.