

LEAVE OF ABSENCE WORK INSTRUCTIONS (HUM-W003)

1.0 SCOPE:

- 1.1 This work instruction outlines the process of completing leave of absence requests.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources Associate

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer
- 3.2 Human Resources Director

4.0 DEFINITIONS:

- 4.1 MUNIS: Human Resources and Finance Software
- 4.2 LOA: Leave of Absence
- 4.3 FMLA: Family and Medical Leave Act

5.0 WORK INSTRUCTIONS: The information for the report is entered into MUNIS when an employee requires a LOA.

COMPLETE WORK INSTRUCTIONS ARE PASSWORD PROTECTED.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Leave of Absence/Family and Medical Leave Information ([HUM-F015](#))
- 6.2 Request for Leave of Absence/FMLA Form ([HUM-F016](#))
- 6.3 Extension for Leave of Absence/FMLA Form (HUM-F031)
- 6.4 Approval/Disapproval Letter

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
LOA Requests w/documentation	Uploaded and attached to MUNIS	Indefinitely	Permanent	Secured Building
Extension for LOA w/documentation	Uploaded and attached to MUNIS	Indefinitely	Permanent	Secured Building
Letter	Uploaded and attached to MUNIS	Indefinitely	Permanent	Secured Building

**LEAVE OF ABSENCE WORK INSTRUCTIONS
(HUM-W003)**

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/08		Initial Release

End of Instruction