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EMPLOYEE SERVICES

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Leave of Absence with Pay

Leave of absence with pay is used for approved, eligible employees who are going on a paid leave, such as sabbatical.

Departments that have an employee going on leave with pay should utilize the Paid Leave of Absence action in HCM, in conjunction with an appropriate reason code, when entering this update to the employee's job data. The employee's benefits and pay will continue.

Pay may require reduction, depending upon the type of leave (full pay/half pay). Funding also may need to be adjusted (e.g., paid from the sabbatical account while on leave). The employee is responsible for informing his/her department payroll liaison if he/she needs a mailing address changed while on leave.

Groups audience:

Employee Services

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