

# Absence

## Absence:

### • Military Leave

## Manager

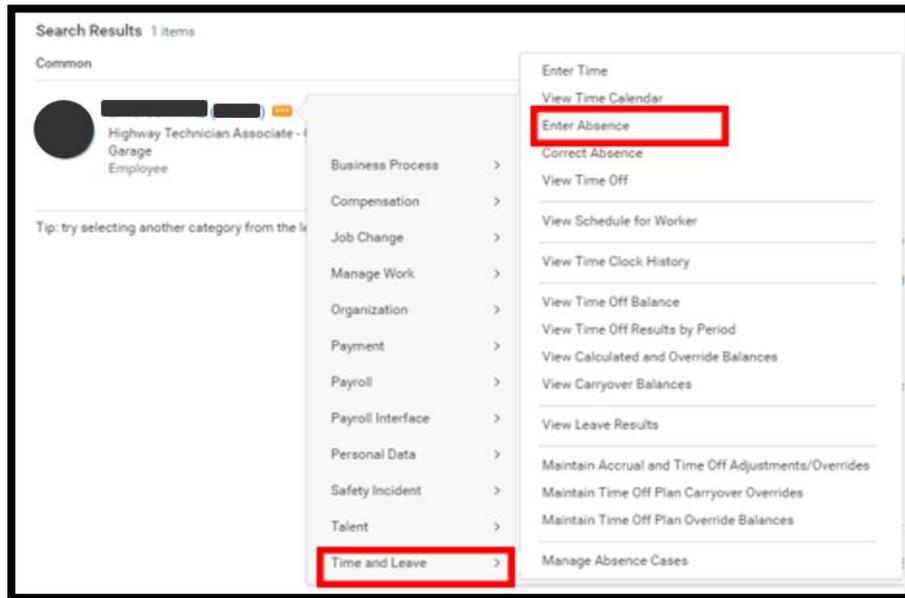
### PLACING AN EMPLOYEE ON MILITARY LEAVE WITH MILITARY DAYS STILL AVAILABLE



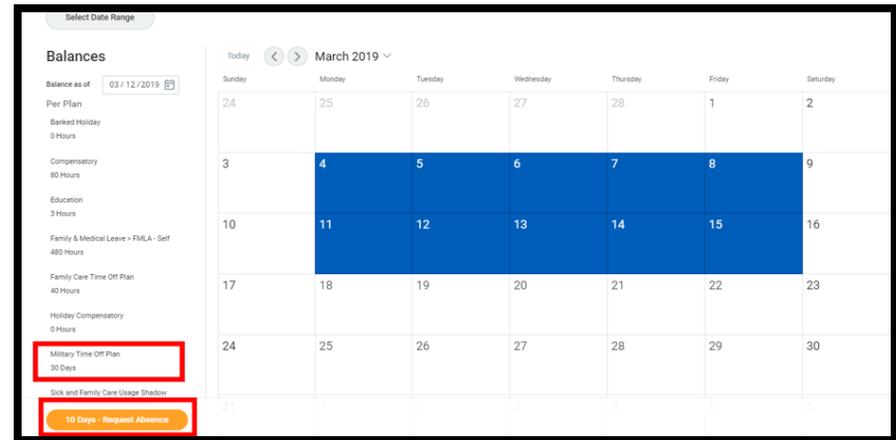
Note: Every employee gets 30 days paid military every year on January 1<sup>st</sup>. The first 30 days gone for military will be paid. Those paid days will be under infrequent paid time offs – not a paid leave.

From the Search Bar:

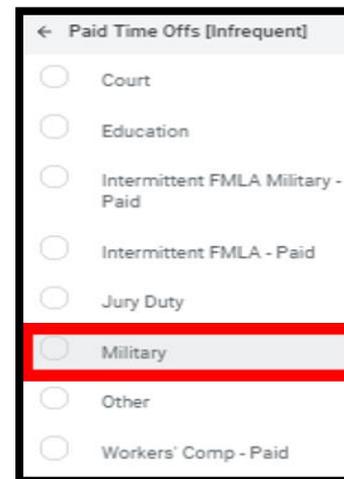
1. Find the name of the **Employee** and click on it.
2. Click the **Related Actions Button** . Then click on **Time and Leave > Enter Absence**.



3. You can review how many days the employee has left for the current calendar year by looking at the column on the left. To request Military Absence, select **Dates** and **Request Absence**.



4. Click on in the **Type** field > **Paid Time Offs [Infrequent]** > **Military**. Then click **Next**.



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5. Review the information and click on **Select Files** to attach the orders.
6. After reviewing the information, then click **Submit**.
7. This will route to HR Partner to review & approve.
8. Manager and employee will get **To Do: Reminder to Use Accruals**.



Note: The manager will need to have a conversation with the employee before the employee goes on Military leave to discuss if they want to use any vacation, sick, or compensatory leave at any point during the military service. Also, about who will be completing the time sheet or absence request.

You have successfully put an employee on Military Leave in Absence. If you have questions, then please reach out to your HR Partner.

## Manager

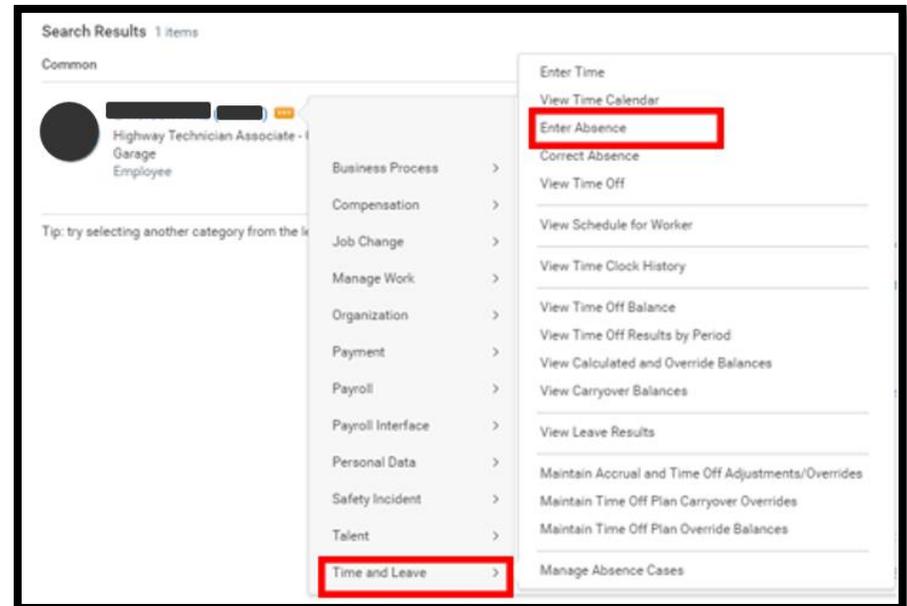
### PLACING AN EMPLOYEE ON MILITARY LEAVE WITHOUT PAY – MILITARY (UNPAID) - NO PAID MILITARY DAYS LEFT



Note: This would be for an employee who has used all 30 days of paid military, then needs more time off for eligible leaves.

From the **Search Bar**:

9. Find the name of the **Employee** and click on it.
10. Click the **Related Actions Button** . Then click on **Time and Leave > Enter Absence**.



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11. You can review how many days they have by looking at the column on the left to ensure they are at 0. Select **Dates** and **Request Absence**.

Balance as of	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Per Plan	24	25	26	27	28	1	2
Banked Holiday		✓ Military Days					
Compensatory	3	4	5	6	7	8	9
Education		✓ Military				✓ Military Days	
Family & Medical Leave - FMLA - Self	10	11	12	13	14	15	16
Family Care Time Off Plan	17	18	19	20	21	22	23
Military Time Off Plan	24	25	26	27	28	29	30

12. Click on in the **Type** field > **Unpaid Leave of Absence** > **Military (Unpaid)**. Then click **Next** to review and attach orders. Click **Submit**.

13. This will route to HR Partner and DAS to review and approve before showing approved on the Absence calendar.

14. Manager and employee will get **To Do: Reminder to Use Accruals**.



**Note:** The manager will need to have a conversation with the employee before the employee goes on Military leave to discuss who will be completing the time sheet or absence request. If the manager will be doing it, then please look at Step 7.

15. To enter the unpaid time off for the employee – from the search bar:

16. Find the name of the **Employee** and click on it.

17. Click the **Related Actions Button** . Then click on **Time and Leave** > **Enter Absence**.

18. . Select **Dates** and **Request Absence**.

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19. Click on ☰ in the **Type** field > **Unpaid Time Off** > **Unpaid**. Then click **Next**.
20. Review the information and **Edit Quantity per Day** for hours – if needed.
21. Under **Details for: Unpaid**, click ☰ under the **Reason** Field > **Authorized – Other**. Then **Submit**.
22. This will route to HR Partner to approve and then show completed on the Absence Calendar.

You have successfully put an employee on Military Leave without Pay – Military (Unpaid) Leave in Absence. If you have questions, then please reach out to your HR Partner.