

# Return Employee from Leave of Absence



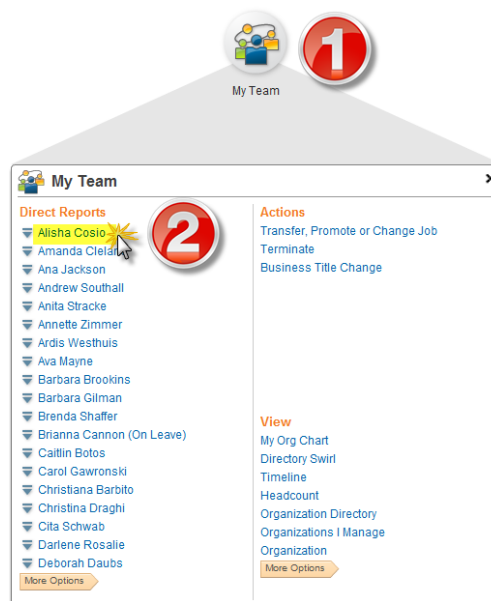
## Scenario



PT employee is being returned from a Medical Leave of Absence (MLOA).

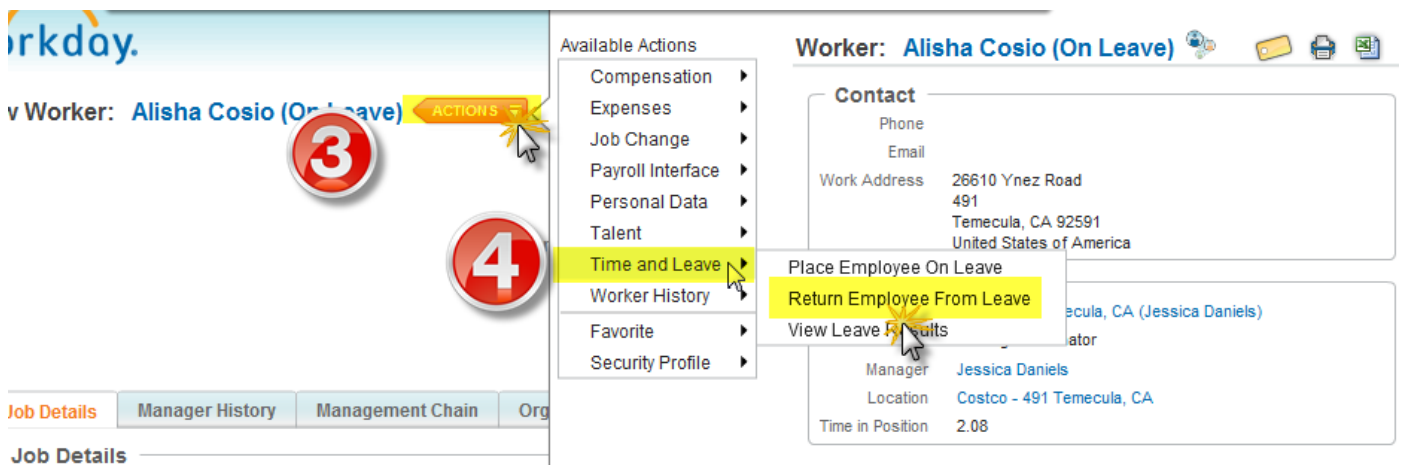
**Step 1:** Click on the "My Team" worklet.

**Step 2:** Choose the name of the employee that you would like to **Return from Leave**.

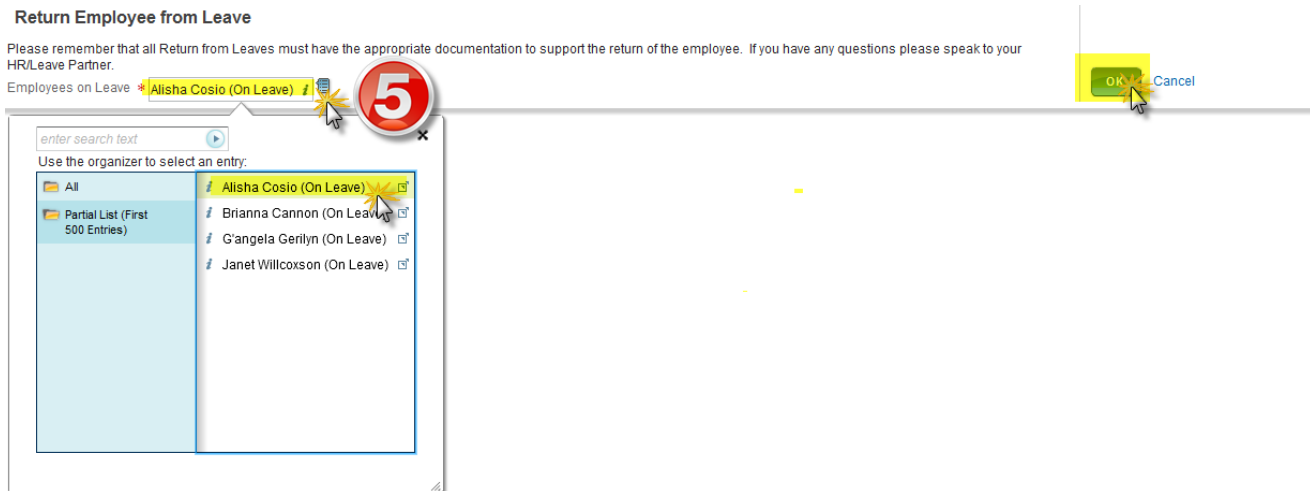


**Step 3:** Click on the **Actions** button at the top of the screen next to the employee's name.

**Step 4:** Scroll down and click on **Time and Leave**, then click **Return Employee from Leave**.



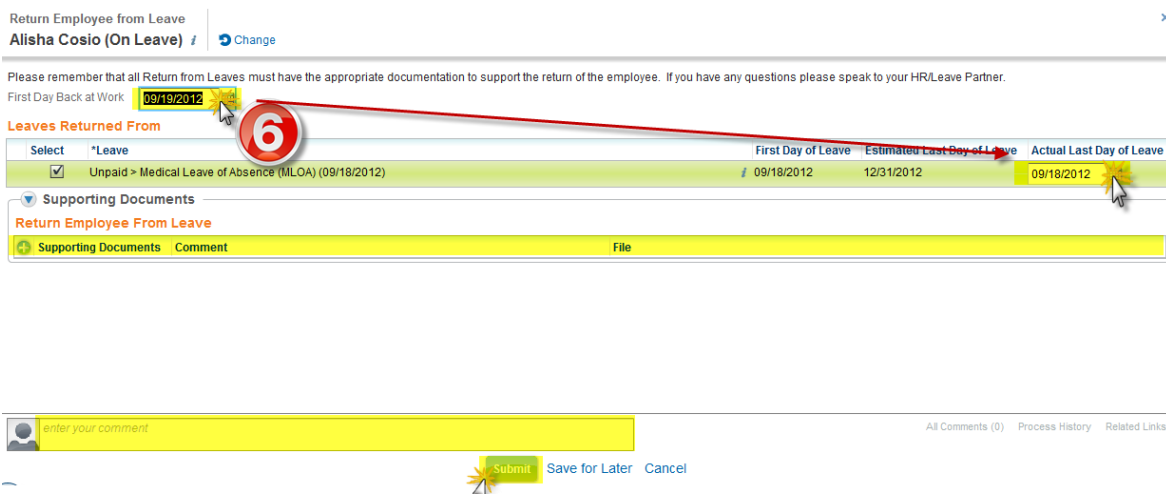
**Step 5:** Choose the name of the employee you would like to return from leave by choosing from the drop down menu to the right of the text box, then **click OK**.



**Step 6:** Enter the employees **First Day Back at Work** and their **Actual Last Day of Leave**.

If employee provides you with supporting documents (i.e. doctors note) scan, browse and upload a document.

**Note:** Supporting documents are not required, only if the employee provides you with one. Return original documents to employee.



**This Transaction is Complete.**

(The request will be sent to HR for approval.)