

# PAR Leave of Absence

**Purpose:** This is an EMPLOYEE PAR–Use to request or indicate an employee’s intent to take an unpaid Leave of Absence only. Use the **Assignment Change** PAR to return an employee from an *unpaid Leave of Absence!*

**Navigation:** Workforce Administration → Personnel Action Request → Add a New Value

July 2007

## Header Fields

**PAR ID** - Defaults to an auto-assigned number when the PAR is saved.

**Status** - The PAR can be saved as *Draft* or *Initial Request*.

**Orig Req** - Defaults to the date/time the original requestor approves the PAR.

**Submit** - Defaults to date/time of the creation of the PAR.

**Empl Grp** - Use the drop-down menu to select Classified or Certificated options.

**Empl Dept** - Enter the Empl Dept, or use the magnifying glass to select the Empl Dept of the requesting site.

**Original Requestor** - Enter the EmplID, or use the magnifying glass to choose the name of the Administrator who is requesting the PAR.

**Submitted By** - Defaults to the name of the person entering the PAR.

**Final Approver** - Defaults to the SD\_H\_HR\_PAR\_ROUTER. .

**Contact Name** - The name of the person at the site who should be contacted if HR needs further information.

**Contact Phone/Extension** - The phone number of the person at the site who should be contacted if HR needs further information. Enter extension number if necessary.

**Site Fax** - Enter fax number if necessary for communication with HR.

## Request Date

Enter the date the LOA action is requested.

## EmplID

Enter the EmplID, or use the magnifying glass to find the employee ID for the person who will be on LOA.

## Action

Use the drop-down menu to select a valid action. Use the chart on the back to determine the valid actions associated with a Leave of Absence.

## Reason

Use the magnifying glass to search for a valid reason. Use the chart on the back to determine the valid reasons associated with a Leave of Absence.

## Actual LOA Start Date

Enter the date, if known. HR may edit.

**REMEMBER!** This PAR does not replace the paper form required by HR with admin and employee signatures!

The screenshot shows the PeopleSoft interface for creating a PAR. The top navigation bar includes 'LOA' and 'Approvals'. The form contains several sections:

- PAR ID:** PAR Search (with a magnifying glass icon)
- \*Empl Grp:** Classified (dropdown menu)
- Status:** 1-Initial Request (dropdown menu)
- \*Empl Dept:** 0000 (with a magnifying glass icon)
- Final Approver:** SD\_H\_HR\_PAR\_ROUTER
- \*Original Requestor:** 654321 (with a magnifying glass icon) Smith, Sally
- \*Contact Name:** Jane Doe
- Submit:** 07/11/06 9:49AM
- Submitted By:** Doe, Jane
- \*Contact Phone:** 619/123-4567
- Ext:** 1321
- Site FAX:** (empty field)

A red warning message states: "This PAR does not replace the EE form required with signature to be sent to HR. For return from leave use the Assignment Change PAR."

Below this are fields for **Request Date** (08/01/2006), **EmplID** (030201), **Action** (Leave of Absence), and **Reason** (OTH - Other (Unrestricted)).

There are also fields for **Actual LOA Start Date**, **Expected Return Date**, and **Actual Return Date**.

A section titled **Current and Future Position(s)** contains two entries with details like Position, Dept, Location, Job Code, Rcd#, FTE, Pay Group, TL Calendar, Combo Code, and Comp Rate Codes.

At the bottom, there is a **Comment History** section with a text area containing "This is a test PAR." and a **Add a new comment** field with a **Save** button.

## Expected Return Date

Enter the date the employee expects to return to work.

## Actual Return Date

Enter the date, if known. HR may edit.

## Current and Future Position(s)

Select the checkbox of the position(s) the employee is requesting a Leave of Absence from. At least **one** must be checked.

## Comment History

This field is used for viewing comments relating to the PAR once they have been added in the Add a new comment field. You cannot edit this field.

## Add a new comment

To enter comments, click in the Add a new comment field, type in your comments, then click save. Once you have saved, you cannot edit the comments, but you can add new comments at any time.

**This is for an unpaid leave of absence (LOA) and should NOT be submitted for a paid leave of absence (PLA) or a period of time where an employee is using paid leave time while they are out.**

Red = Required Fields

## Notes

- Remember to use the Add a new comment section to indicate the first day the employee is out on leave.
- Actual LOA Start Date: only used by Human Resources.
- Actual Return Date: only used by Human Resources.
- Documentation re: the leave must still be forwarded to HR.
- This PAR merely stops pay until documentation is received by HR. HR will then take official action to place the employee on leave.
- The site is expected to make the best estimate as to why the person is going on a leave.
- FTE Allocation balance is crucial for LOA and Return from LOA. A Leave of Absence puts the allocation back—an Assignment Change takes the allocation out.

## Actions and Reasons

<i>Action</i>	<i>Reason</i>	<i>Description</i>
Leave of Absence	5CH	Serv Oth Agency 5yr (Charter)
Leave of Absence	EAB	Exhausted All Balances
Leave of Absence	EDU	Education
Leave of Absence	ELG	Eligibility List
Leave of Absence	EXH	Exchange Teacher Opportunity
Leave of Absence	FAM	Home Responsibility Leave
Leave of Absence	FML	Family and Medical Leave Act
Leave of Absence	HEA	Health Reasons
Leave of Absence	IAC	Industrial Accident/WC
Leave of Absence	IAE	Industrial Accident (Extended)
Leave of Absence	MIL	Military Service
Leave of Absence	OPP	Opportunity
Leave of Absence	OTH	Other (Unrestricted)
Leave of Absence	OUN	Other Unions (Unpaid Personal)
Leave of Absence	PAR	Parental Leave
Leave of Absence	PFS	Professional Study
Leave of Absence	PLP	Pending Leave Paperwork
Leave of Absence	PTD	Partial/Total Disability
Leave of Absence	PTR	Pending Termination Paperwork
Leave of Absence	RES	Restricted (Unpaid to 1 year)
Leave of Absence	RHR	Pending Leave - Rehired Retiree
Leave of Absence	SAB	Sabbatical
Leave of Absence	SPA	Serv Other Public Agencies
Leave of Absence	SPO	Serv Profes Orgs (Not Unions)
Leave of Absence	SUB	To Substitute (Classified)
Leave of Absence	TRV	Travel
Leave of Absence	UAL	Unpaid Administrative Leave
Leave of Absence	WFP	Waiting for Placement