

Return an Employee from a Leave of Absence

When an employee comes back to work after a leave of absence, the manager will enter information about their return.

From the Time and Absence dashboard:

1. Within the Absence tab, under Tasks, select **Return Worker from Leave**.
2. From the Worker prompt, select the direct report on leave.
3. Select **OK**. The Return Worker from Leave page displays.

The screenshot shows a web interface titled "Return Worker from Leave" for Jacqueline Desjardins (On Leave). At the top, there is a blue header bar with the title and employee name. Below the header, there is a section for "First Day Back at Work" with a date input field showing "MM/DD/YYYY" and a calendar icon. Underneath, it says "Absences Returned From: 1 item". A table lists the absence event: "Extended Jury Duty / Court Subpoena (08/22/2024)". The table has columns for "Select", "*Event", "First Day of Absence", "Estimated Last Day of Absence", and "Actual Last Day of Absence". The "Select" column has a checked checkbox. The "First Day of Absence" is 08/22/2024, and the "Estimated Last Day of Absence" is 08/23/2024. The "Actual Last Day of Absence" column has an empty input field.

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Extended Jury Duty / Court Subpoena (08/22/2024)	08/22/2024	08/23/2024	

4. Enter the first day back at work.
5. Enter the actual last day of absence. The first day back at work must be after the actual last day of absence.
6. Select **Submit**.