


Use this task to extend an approved leave of absence. In this example, a bereavement leave must be extended.

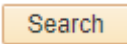
Note: Locations should review the **Expected Job End Date** (in the **Job Data** component or **Workforce Job Summary** page) prior to submitting a leave extension to ensure the **Expected Return Date** for the leave is not beyond the **Expected Job End Date**. A job cannot be ended (terminated) prior to the employee's return from leave.

Navigation: Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**

OR

Absence Administration (Homepage) > Absence Management (Tile) > Extended Absences > **Administer Extended Absence**

Step	Action
1.	Use the Administer Extended Absence page to search for existing leave requests. Enter search criteria in the header, then click the Search button.
2.	Only approved requests can be edited. Click the button to the right of the Show Requests by Status field. 

Step	Action
3.	Click the Approved list item. Approved
4.	If you know the employee's ID, use it for the search; it is the quickest and most reliable way to locate the leave request. Click in the Employee ID field. _____
5.	Enter the desired information into the Employee ID field. For this example, enter 10000005 .
6.	Click the Search button. 

Absence Management

Administer Extended Absence New Window | Help | Personalize Page |

Search Criteria

Show Requests by Status: **Approved**

Transaction Number:

Approver:

Initiator:

Employee ID: **10000005**

Business Unit:

Leave: FMLA/CFRA/PDLL Leave:

First Name: Last Name:

FN From: FN Through:

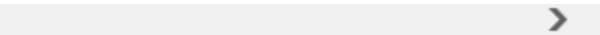
From Date: Through Date:

Display Count: **025**

Administer Extended Absence Persons

Transaction Number	Empl ID	Name	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workfile Status
17	10000005	Joan Miner	07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	A

100%

Step	Action
7.	The requests that meet the search criteria appear in the Administer Extended Absence section. For this example, the request for Joan Miner must be extended.
8.	Click the scroll bar. 

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Transaction Number

Initiator

Business Unit

FMLA/CFRA/PDLL Leave

Last Name


FN Through

Through Date

Personalize | Find | View 100 | First 1-50 of 562 Last

Transaction Number	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status	Notes	Edit	Approve	PushBack	Deny	Cancel
		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Approved	Notes	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>	<input type="button" value="PushBack"/>	<input type="button" value="Deny"/>	<input type="button" value="Cancel"/>

100%

Step	Action
9.	Click the Edit button. 

Absence Management

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Empl ID 10000005 Miner, Joan Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐

Eligible for CFRA?: ☒ CFRA Override: ☐

Service Months: 191.00 Eligibility Hours: 1400.00

Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0

Disclaimer: Ending Balances only reflect absences that have been processed as of the date of the balance.

Extended Absence Summary

Personalize | Find | View All | First 1

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours
1								

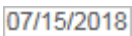
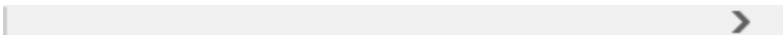
Administer Extended Absence

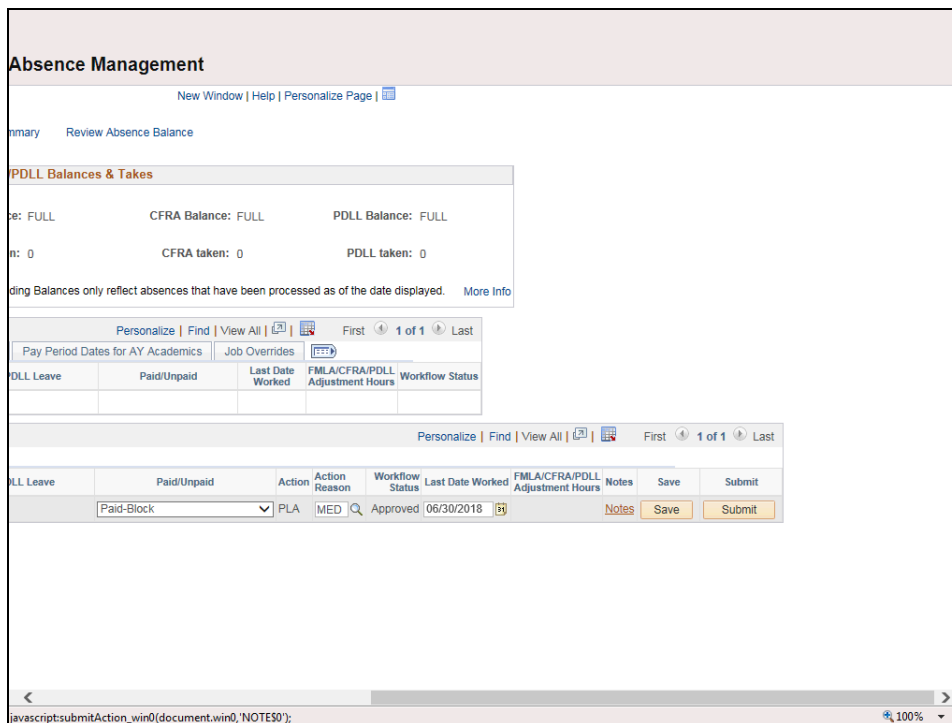
Personalize | Find | View All | First 1


Transaction Number	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status
1	07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Approved

Go To [Return to Administer Absence page](#)


100%


Step	Action
10.	The leave request appears in the Administer Extended Absence section and the leave fields are open for editing.
11.	Enter the new Expected Return Date to extend the leave. Click in the Expected Return Date field. 
12.	Enter the desired information into the Expected Return Date field. For this example, enter 7/28/2018 .
13.	Click the scroll bar. 




Step	Action
14.	You must enter Notes any time you enter or update a leave request. Click the Notes link. 

Absence Management

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Request History [Personalize](#) | 

Status	Name	Date	Comments
Submitted	Book, Yvonne	07/01/2018	
Approved	Monson, John	07/01/2018	
Approved	Kern, Phil	07/01/2018	Leave was entered in Job Data

Requester Notes 

100%

Step	Action
15.	Click in the Requester Notes field. <div></div>
16.	Enter the desired information into the Requester Notes field. For this example, enter Extended leave from 7/15/18 to 7/28/18..
17.	Click the OK button. <div><input type="button" value="OK"/></div>

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Summary Review Absence Balance

PDLL Balances & Takes

Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

Taken: 0 CFRA taken: 0 PDLL taken: 0

Displaying Balances only reflect absences that have been processed as of the date displayed. [More Info](#)

Personalize | Find | View All | First 1 of 1 Last

Pay Period Dates for AY Academics Job Overrides

PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status

Personalize | Find | View All | First 1 of 1 Last

PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
	Paid-Block	PLA	MED	Approved	06/30/2018	0	Notes	Save	Submit

javascript:submitAction_win0(document.win0,'NOTE\$0');

100%

Step	Action
18.	Click the Submit button.

Absence Management

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Summary Review Absence Balance

PDLL Balances & Takes

Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

Taken: 0 CFRA taken: 0 PDLL taken: 0

Displaying Balances only reflect absences that have been processed as of the date displayed. [More Info](#)

Personalize | Find | View All | First 1 of 1 Last

Pay Period Dates for AY Academics Job Overrides

PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status

Personalize | Find | View All | First 1 of 1 Last

PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
	Paid-Block	PLA	MED	Approved	06/30/2018	0	Notes	Save	Submit

Message

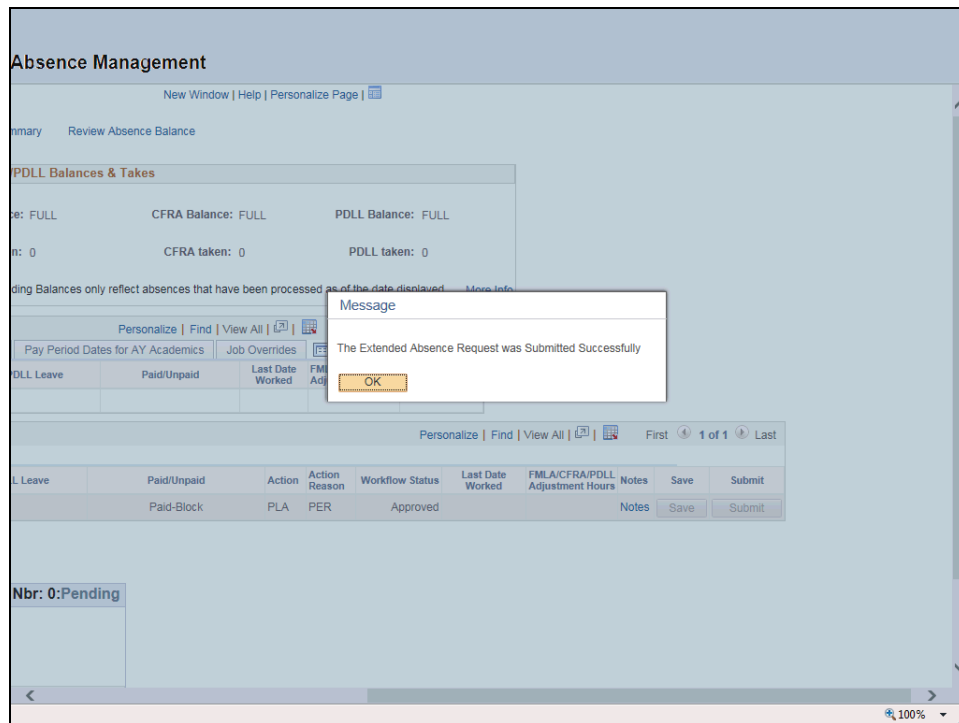
Do you want to Submit the transaction.

[Yes](#) [No](#)

javascript:submitAction_win0(document.win0,'NOTE\$0');

100%

Step	Action
19.	<p>A confirmation message appears.</p> <p>Click the Yes button.</p> <p>Yes</p>



Step	Action
20.	<p>A second confirmation message appears.</p> <p>Click the OK button.</p> <p>OK</p>

Absence Management

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Summary Review Absence Balance

PDLL Balances & Takes

Balance: FULL CFRA Balance: FULL PDLL Balance: FULL
 Taken: 0 CFRA taken: 0 PDLL taken: 0

Ending Balances only reflect absences that have been processed as of the date displayed. [More Info](#)

Personalize | Find | View All | First 1 of 1 Last

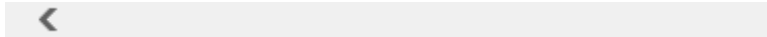
Pay Period Dates for AY Academics Job Overrides

PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status

Personalize | Find | View All | First 1 of 1 Last

PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
	Paid-Block	PLA	MED	Approved	06/30/2018		Notes	Save	Submit

Nbr: 0:Pending

Step	Action
21.	Click the scroll bar. 

Absence Management

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Empl ID 10000005 Miner,Joan Exempt Benefit Summary Review Absence Balance

FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐
 Eligible for CFRA?: ☒ CFRA Override: ☐
 Service Months: 191.00 Eligibility Hours: 1400.00
 Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL
 FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0

Disclaimer: Ending Balances only reflect absences that have been processed as of the date displayed.

Personalize | Find | View All | First 1 of 1 Last

Extended Absence Summary

Extended Absence Details JED Additional Earnings Codes Workers' Compensation Sabbatical Pay Period Dates for AY Academics Job Overrides

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours
1								

Administer Extended Absence

Extended Absence Details JED Additional Earnings Codes Job Overrides Attachments

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status
1 07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	

UC UCOP AM Extended Stage

ID: 10000005, Empl Record: 0, Trans Nbr: 7, Trans Nbr: 0:Pending

UC UCOP AM Extended Path

Pending Multiple Approvers UC AWE Approver 01 → Not Routed Multiple Approvers UC AWE Approver 02

Step	Action
22.	You have extended an approved leave of absence. End of Procedure.