

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

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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. <u>Click in the Employee ID field. </u>
5.	Enter the desired information into the Employee ID field.
	For this example, enter 10000005.
6.	Click the Search button.
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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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Step	Action
9.	Click the Edit button.
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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.

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



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Step	Action
15.	Click in the Requester Notes field.
16.	Enter the desired information into the Requester Notes field.
10.	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.
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Step	Action
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Step	Action
19.	A confirmation message appears.
	Click the Yes button.

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Step	Action
20.	A second confirmation message appears.
	Click the OK button.



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Step	Action
21.	Click the scroll bar.
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Step	Action
22.	You have extended an approved leave of absence.
	End of Procedure.