Use this task to approve a leave of absence request.

Begin the process by accessing the **Administer Extended Absence** page.

Navigation: Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**
OR
Workforce Administration (Homepage) > Absence Administration (Tile) > Extended Absence > **Administer Extended Absence**

Step	Action
1.	Use the **Administer Extended Absence** page to review extended absence requests according to the **Search Criteria** entered in the header section. For this example, the **Show Request by Status** is set to **App Prc/ App Cancel.** **Note:** The **Display Count** can be updated to show **025**, **050**, **100**, **200** or **ALL Requests** by the status selected.
2.	You can narrow the search results by entering additional **Search Criteria**. In this example, enter the **Employee ID**. Click in the **Employee ID** field.

Step	Action
3.	Enter the desired information into the **Employee ID** field. For this example, enter **10001031**.
4.	Click the **Search** button. Search

Administer Extended Absence

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Administer Extended Absence

Search Criteria

Show Requests by Status	All	Transaction Number	
Approver		Initiator	
Employee ID	10001031	Business Unit	
Leave		FMLA/CFRA/PDLL Leave	
First Name		Last Name	
FN From		FN Through	
From Date		Through Date	
Display Count	025	Search	Clear

Administer Extended Absence

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

	Transaction Number	Empl ID	Name	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status
1	197709	10001031	Cheryl Perry	07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc

Step	Action
5.	The updated search results appear in the **Administer Extended Absence** section.

Administer Extended Absence

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Administer Extended Absence

Search Criteria

Show Requests by Status	All	Transaction Number	
Approver		Initiator	
Employee ID	10001031	Business Unit	
Leave		FMLA/CFRA/PDLL Leave	
First Name		Last Name	
FN From		FN Through	
From Date		Through Date	
Display Count	025		Search Clear

Administer Extended Absence

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

	Transaction Number	Empl ID	Name	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status
1	197709	10001031	Cheryl Perry	07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc

Step	Action
6.	Use the **Transaction Number** link to display and review the extended absence request details.
7.	Click each tab to review the details of the extended absence request.
8.	Click the scroll bar.

Administer Extended Absence

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Transaction Number [_____]
Initiator [_____] 🔍
Business Unit [_____] 🔍
FMLA/CFRA/PDLL Leave [_____▼]
Last Name [_____]
FN Through [_____▼]
Through Date [_____] 📅

[Search]   [Clear]

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| Workers' Compensation | Sabbatical | Pay Period Dates for AY Academics | Job Overrides | Attachments | ▦▶ |

...cted Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status	Notes	Edit	Approve	PushBack	Deny	Cancel
2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc	Notes	Edit	Approve	PushBack	Deny	Cancel

◀ [_____] ▶

Step	Action
9.	The **Approve**, **PushBack** and **Deny** buttons are available only for extended absence requests in the following statuses: • Apprvl Prc • App Cancel The **PushBack** button is available only for Approver 2 and 3.
10.	Use the **Approve** button to display and approve the extended absence request. (The absence request is not approved by clicking this **Approve** button. A separate **Approve** button is used within the extended absence request details page.)
11.	If available, use the **PushBack** button to push the extended absence request back to the previous Approver for correction. (The absence request is not pushed back by clicking this **PushBack** button. A separate **PushBack** button is used within the extended absence request details page.)
12.	Use the **Deny** button to deny the extended absence request. If the request is denied it is no longer available for update. (The absence request is not denied by clicking this **Deny** button. A separate **Deny** button is used within the extended absence request details page.)
13.	The **Deny** button is only available for transactions that have not gone through the full approval process (AWE). If the **Deny** button is grey (unavailable), the transaction must be cancelled and resubmitted.

| Step	Action
14.	This example provides a review of the fields in the extended absence request details page and demonstrates how to approve the extended absence request. Click the **Approve** button. Approve

Administer Extended Absence

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Empl ID 10001034 Jean Erick Duran Sanabia UC Office of President FINANCIAL ANL 3   Benefit Summary   Review Absence Balance

FMLA/CFRA Eligibility

Eligible for FMLA?: ☑   FMLA Override: ☐

Eligible for CFRA?: ☑   CFRA Override: ☐

Service Months: 318.00   Eligibility Hours: 1912.00

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 Balanc

FMLA Taken: 0   CFRA taken: 0   PDLL taken

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

Extended Absence Summary

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	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

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	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
1	07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Appr

Go To   Return to Administer Absence page

Step	Action
15.	The extended absence request details page appears so you can review the details of the request.

Administer Extended Absence

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Empl ID 10001034 Jean Erick Duran Sanabia   Exempt   Benefit Summary   Review Absence Balance

FMLA/CFRA Eligibility

Eligible for FMLA?: ☑   FMLA Override: ☐

Eligible for CFRA?: ☑   CFRA Override: ☐

Service Months: 318.00   Eligibility Hours: 1912.00

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

FMLA Taken: 0   CFRA taken: 0   PDLL taken

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

Extended Absence Summary

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	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

Personal

	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
1	07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Appr

Go To   Return to Administer Absence page

Step	Action
16.	Review any existing extended absence requests in the **Extended Absence Summary** section. In this example, the employee does not have any existing extended absence requests.

Step	Action
17.	Review the extended absence request details in the **Administer Extended Absence** section. Review all the fields on each tab.
18.	Click the scroll bar.

Administer Extended Absence

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Benefit Summary   Review Absence Balance

LA/CFRA/PDLL Balances & Takes

MLA Balance: FULL   CFRA Balance: FULL   PDLL Balance: FULL

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

sclaimer: Ending Balances only reflect absences that have been processed as of the date displayed.   More Info
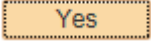
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Sabbatical	Pay Period Dates for AY Academics	Job Overrides				
MLA/CFRA/PDLL Leave	Paid/Unpaid		Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	

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/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Approve
oyee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc	07/11/2018		Notes	Approve

Step	Action
19.	The **Notes** link and the **Approve** button appear only when the **Extended Absence Details** tab is selected.
20.	Review the absence request notes to gain an understanding of the request history. Click the **Notes** link. Notes

Administer Extended Absence

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Request History   Personalize |

Status	Name	Date	Notes
Submitted	Chad Chelt	07/23/2018	Employee medical FMLA leave effective 7/12/18.
Approved	Nathan Giel	07/23/2018	Approved

Notes [   ]

[OK] [Cancel]

Step	Action
21.	The **Request History** section displays the notes entered at each stage of the absence request. Notes are required when the absence request is entered by the Initiator and any time it is updated by an Initiator or Approver (including deny, push back or cancel). For approval, a note is optional.
22.	Click the **Cancel** button. [Cancel]

Step	Action
23.	When you are ready to approve the request, click the **Approve** button. Approve

Step	Action
24.	A confirmation message appears. Click the **Yes** button. Yes
25.	Click the scroll bar.

Step	Action
26.	The workflow information appears and displays the request as **Approved**.
27.	You have approved a leave of absence request. **End of Procedure.**