LEAVE OF ABSENCE CHECKLIST

PARTIAL

To Start Leave:
- Staff Hire & Job Change Form
  - Effective Date (start of leave)
  - Position #
  - Reason (select Partial LOA, appropriate reason)
  - Standard Hours

To Return to Work:
- Staff Hire & Job Change Form
  - Effective Date (first day back in pay status)
  - Position #
  - Reason
  - Standard Hours

FULL

To Start Leave:
- Staff Hire & Job Change Form
  - Effective Date (start of leave)
  - Action (select Leave of Absence)
  - Reason (select appropriate reason)

To Return to Work:
- Staff Hire & Job Change Form
  - Effective Date (first day back in pay status)
  - Action (select Return from Leave)
  - Reason (select Return from Leave)

ACTION FOLLOWING FORM COMPLETION

Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.

AUGUST, 2013