Leave of Absence Request Change or Extension

Why would I need to change/extend my Leave of Absence?

Employees may need to submit the initial Leave of Absence Request using estimated dates. An employee may wish to alter the original request to match the accurate dates or types of absence. In some cases, the length of time off will increase or decrease while employee is on leave.

For example:
- Employee is off for their own injury and the recover extends past the anticipated date
- New parent decides they want to take additional bonding time immediately following the birth/placement versus waiting
- Family member recovery period lends itself for employee to return to work intermittently versus continuously as originally submitted

The use the "Copy LOA Application" should only be used to change Leave of Absence Requests related to the same reason and time period. If an employee requires additional time off immediately following or even simultaneously with another leave for a different reason a new Leave of Absence Request Form should be submitted.

How do I make a change or extend a previously submitted Leave of Absence Request Form?

1. First, log in to eWay.

   Then, go to the "**Time and Attendance**" section under "**Employee Quick Links**" or **Main Menu->Self Service->Leave of Absence Request**.

   A "**Leave of Absence Request**" link will be listed there. Click this link to get started.

2. You will be taken to a page that with a pop-up message with instructions. Read, then **click OK**.
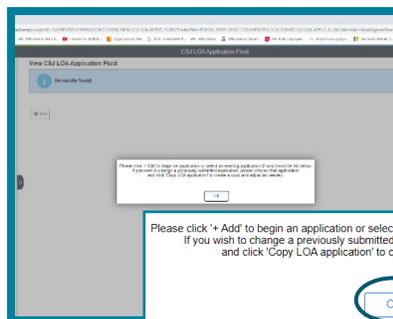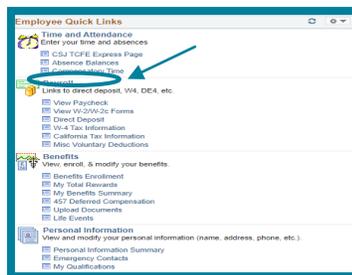
3. The screen will display all previously submitted leaves. Place your curser over the leave request you wish to change and **click to select**.
   Note: *You may only make changes to <u>fully approved</u> leaves. If your leave is still in the approval process, you may contact your department HR to assist in making the update or to request they approve.*

4. Your Leave of Absence Request form will open.
   a. On the "Instructions/Contact Info" tab, click **Copy LOA Application** in the bottom left of page.
   b. A pop up will advise that a copy of the application has been created. **Click OK.**
   c. Then navigate back to **Search Results.**

5. Click on the leave that shows a "1" in **Prior Request column**. If this is the 2nd change/extension, you would look for a "2".

The copy of the original Leave of Absence Request Form will become available for editing and resubmission. A note will be added indicating "Copied from request#1".

Review and update each tab of the request based on the change you are requesting.

Instructions/Contact Info

This tab contains the instructions for completing your LOA Request and prompts you to:

    a. verify your contact information and make any needed updates.

    b. verify your current supervisor and add the correct supervisor if the supervisor listed is not correct.

6. Click "Next" at top left to proceed to the next tab, "Leave Details."

Leave Details

On this tab, you indicate the reason for your extended absence and the approximate dates you will be off. This tab also provides you an opportunity to indicate if you will be off work completely (continuously) or if you will continue working some amount and taking time off periodically or as needed (intermittent).

7. If you are adding additional time to your previously request leave, use the "+" to add an additional row.

Leave Schedule

Please fill out and submit and updated "Leave Schedule" so you and your department agree on what time reporting codes to use in your timecard while you are on leave. (Note: This form may not be required for leaves that require you to take time off on an unpredictable or "as needed" basis).

If you need assistance in determining your accrual balances or in filling out the leave schedule, contact your department's timekeeper.

8. Click "Next" at top left to proceed to the next tab, "Benefit Continuation."

Benefit Continuation

On this tab you will let HR know which benefits (if any) you want to continue while you are not receiving a City paycheck so that we can bill you appropriately. If you will be unpaid (receive no City paycheck) for one or more pay periods, your benefit premiums will not be deducted, and HR will send you a bill for any amount you owe.

9. If you want some or all benefits to lapse during the unpaid portion of your leave, please change the appropriate indicator(s) from "Yes" to "No."
Note: *Once your benefits have terminated, you will not be able to re-activate coverage until you return to work in a paid status.*

If you become unpaid, HR will send you a bill for the premiums that you should have had deducted in that paycheck.

10. Click "Next" at top left to proceed to the next tab, "Supporting Document Upload."

Supporting Document Upload

On this tab, you have the opportunity to upload any required document(s).

If your leave requires a medical certification and the changes either returns your to work earlier than originally submitted or extends the absence period, you will need to submit an updated letter provided by your/your family member's doctor or the City's standard Leave of Absence Medical Certification.

If you have completed an updated Leave Schedule, you may upload it here as well and HR will ensure your department receives it.

If you have the required document(s) available now, save a copy to your computer and upload. If you do not have the document(s) available, you can return to eWay to upload the documents within the required 15 days or e-mail to HRBenefits@sanjoseca.gov.

For additional instructions for document upload, refer to the Document Upload Guide.

Acknowledgment/Workflow

On this tab, you are provided with reminders of your responsibilities while on leave.

8. Read through each of the "Employee Certification and Acknowledgment" items carefully.

9. If you want to add a comment, click in the "Add Comment" box and type your comment, then click "Save." You may drag bottom right corner to expand the comment area.

10. Once you have read all items and added any comments, click "Submit."

11. Click OK.

You will then be taken to a screen that displays the approval workflow for your leave request and an option to print a summary of your submission.

Your Leave request will be viewable in eWay, but if you'd like a PDF of the Leave of Absence Request submitted, click "Print Leave of Absence Summary".

Upon submission:

- Your supervisor will be notified (seen as "reviewer" in workflow) that you have applied for a leave of absence, but no details such as reason or date are provided.
- Central Human Resources (HR) will receive the Leave of Absence Request and review your eligibility for protected leave under State and Federal law and provide you with eligibility and designation notice for your requested time off.
- Once HR reviews, the request will be forwarded to your department designated Leave coordinator for review and final department approval.
- You will receive an e-mail notifying you of the final approval.

Questions?

For questions about the overall process, policy, and/or request form in eWay, please contact the at HRBenefits@sanjoseca.gov or by phone at 408-535-1285.

For specific questions regarding schedule and timecard or leave schedule, please contact your department timekeeper or HR liaison.