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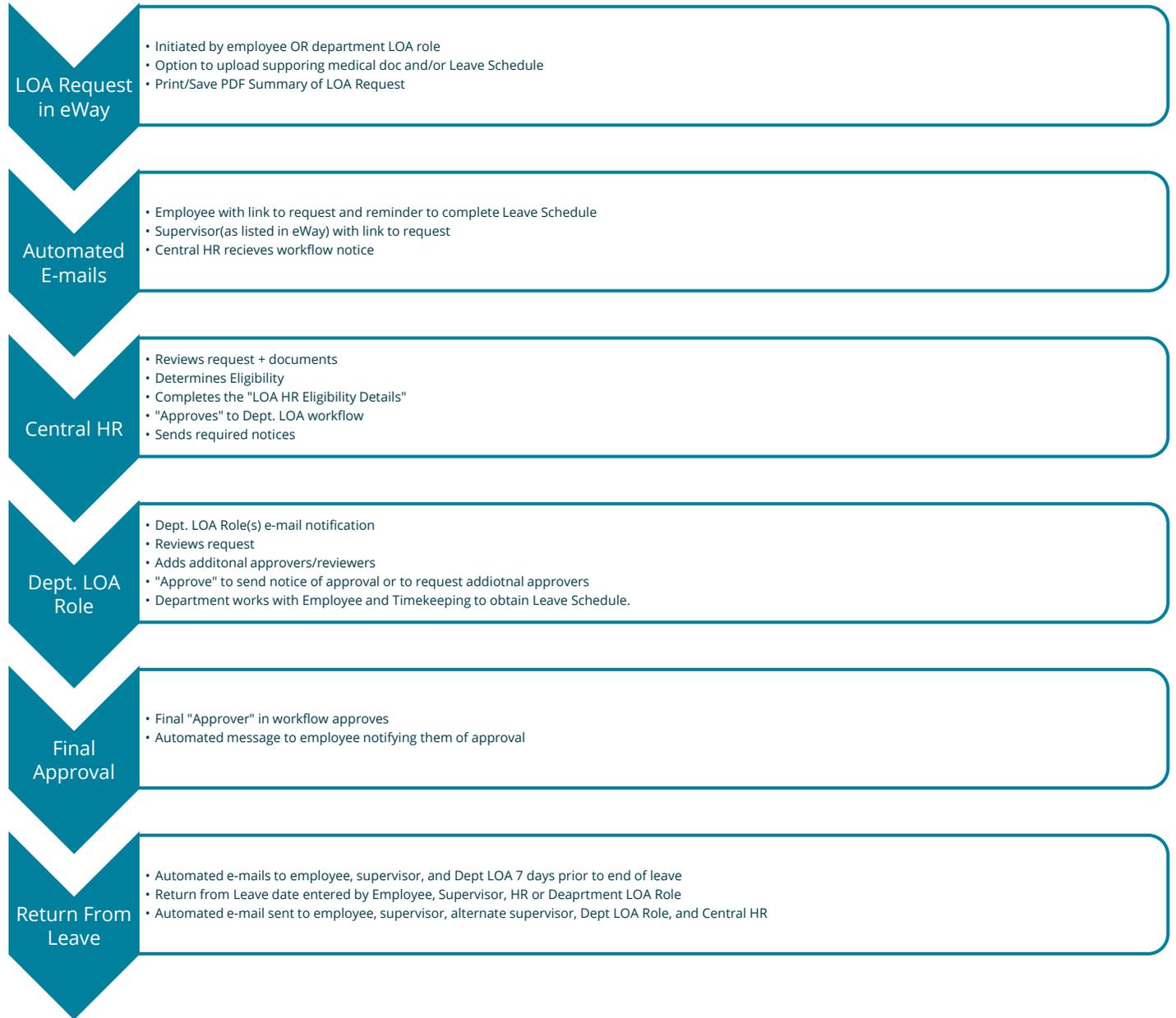
## What is a LOA Request “Reviewer”?

The eWay Leave of Absence (LOA) Request Form has a workflow. A reviewer is a person that is either automatically or manually added to a specific leave request with the intention of informing the reviewer that an employee submitted a leave request. Reviewers will not approve or make updates to submitted leave requests that they are added to.

Supervisor as Reviewer: Upon an employee submitting an initial LOA Request, the system automatically sends the supervisor an e-mail notifying the supervisor that the leave request was submitted. The e-mail has a link to review the request.

Reviewer assigned in workflow: Each department has designated staff members with a [“Dept LOA Role” \(CSJ DEPT LOA\)](#) and this role is responsible for reviewing, updating, and approving LOA Requests. Prior to approving the employee’s leave request, the Dept LOA Role may add additional reviewers. For example, if the employee submitting the request indicates an “alternate supervisor” on the request, the Dept LOA Role will manually add that person as a reviewer. Another example may be for a certain division manager or director who wants to be made aware of all leave requests, the Dept LOA Role will add that person as a reviewer as well.

## eWay Leave of Absence Request Form Workflow



### Where can I view LOA Requests that I have been added to?

The Leave of Absence Request Form “homepage” is where employees and administrators will see all related Leave of Absence Requests. You can either click the link in the automated message you receive to go directly to the associated leave or navigate to the “homepage” via **Main Menu->Self Service-> Leave of Absence Request**. Simply click on the row for the leave request you wish to review.

*Employees see their own requests and any requests they have been added to as a “reviewer”.*

**View CSJ LOA Application Fluid**  
75 results found.

**Callouts:**

- Home button
- Export data/Save filtered views button
- Click "+" start a new LOA Request for yourself
- Click here to display search fields
- Click here to minimize the search area/expand column view
- Prior Requ No indicates if the LOA is an updated/extended version

ID	Request No	Name	LOA Descr	Reason	CSJ Approval Status	Dept ID	Dept Desc	Submitted	Supervisor ID	Supervisor	Alternate Supervisor
	1		Test-AM	My own injury / illness	In Approval Process	5114	DOT/Regional & Local Projects	2022-06-15-15:51:32.000000			
	1		personal time off	Other	In Approval Process	5118	DOT/Landscape Administration	2022-08-10-11:20:00.000000			
	1			Pregnancy or child placement	In Approval Process	5114	DOT/Regional & Local Projects				
	1		Test	Family member injury / illness	Not Yet Submitted	5110	DOT/Administrative Services				
	1	Stacy...	Foster Child	Pregnancy or child placement	All Approved	5113	DOT/Planning & Policy	2022-08-10-11:20:00.000000			

## Reviewing a Leave of Absence Request

Click anywhere in the row for the Leave of Absence Request you'd like to review/update/approve. This will open the Leave of Absence Request. There are three tabs/pages of the form you will want to review:

**Leave Details**

Navigation tabs: Instructions / Contact Info, **Leave Details**, Leave Schedule, Benefit Continuation, Supporting Document Upload, Acknowledgement / Workflow, Return from Leave, LOA HR Eligibility Details

Empl ID: [Redacted] Request Number: 1 Status: In Approval Process

### Review the "Leave Details" Tab:

Displays Reasons and dates of requested time off.

**Leave of Absence Information:**

\*Leave of Absence Reason: Pregnancy or child placement  
Leave Type: I am pregnant  
Estimated due / placement date: 01/12/2023

**Leave Dates:**

Please indicate the dates you will require time off for the reason indicated above.

**Disability/Bonding periods identified to understand use of paid leave**

LOA From Date	LOA To Date	Absence Reason Code	Intermittent/Reduced Schedule?
12/12/2022	04/10/2023	Pregnancy/Disability	No
04/11/2022	04/27/2022	Bonding	No

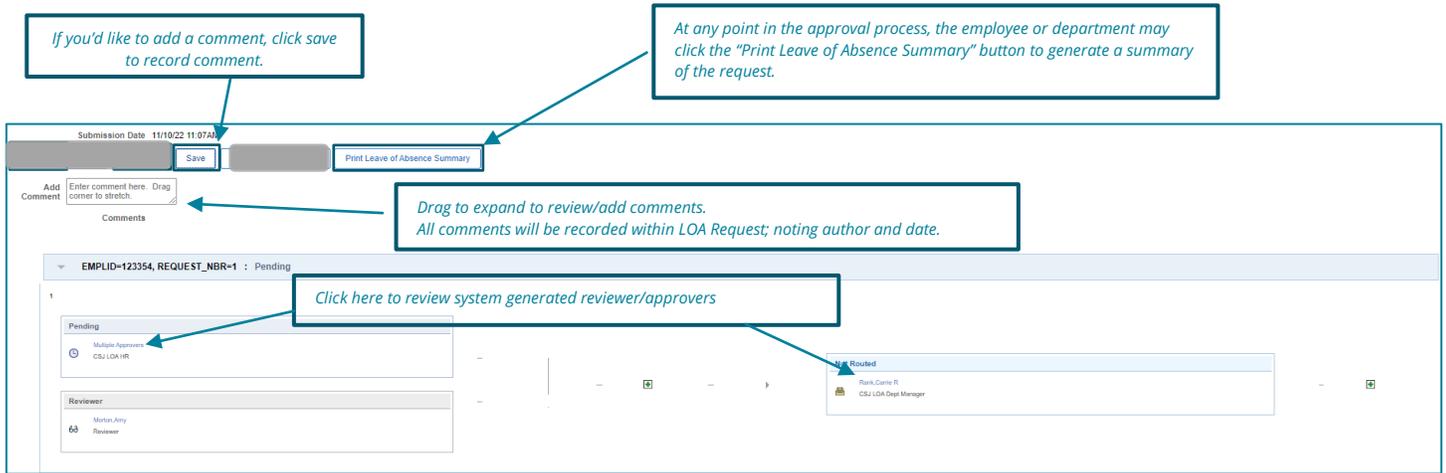
**Sort Rows**

### Acknowledgement/Workflow Tab:

**Acknowledgement / Workflow**

Navigation tabs: Instructions / Contact Info, Leave Details, Leave Schedule, Benefit Continuation, Supporting Document Upload, **Acknowledgement / Workflow**, Return from Leave, LOA HR Eligibility Details

Towards the bottom of the page, you will see the system generated workflow. As a reviewer, you will not be able to edit or approve the request, but are able to see who has been assigned as a reviewer./approver and status of approval workflow.



*If you'd like to add a comment, click save to record comment.*

*At any point in the approval process, the employee or department may click the "Print Leave of Absence Summary" button to generate a summary of the request.*

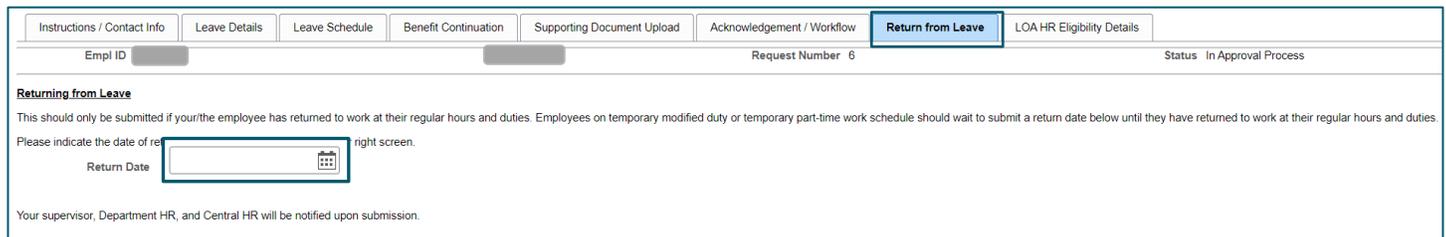
*Drag to expand to review/add comments. All comments will be recorded within LOA Request; noting author and date.*

*Click here to review system generated reviewer/approvers*

## Return from Leave

The employee, supervisor, and Dept LOA Role will be notified 7 days prior to the last day of leave that the return date is approaching and request that a return date is entered into the Leave Request or Extension is submitted (via an edited copy of the original request).

### Updating Return From Leave Tab:



Instructions / Contact Info | Leave Details | Leave Schedule | Benefit Continuation | Supporting Document Upload | Acknowledgement / Workflow | **Return from Leave** | LOA HR Eligibility Details

Empl ID [REDACTED] Request Number 6 Status In Approval Process

**Returning from Leave**  
This should only be submitted if you/the employee has returned to work at their regular hours and duties. Employees on temporary modified duty or temporary part-time work schedule should wait to submit a return date below until they have returned to work at their regular hours and duties.

Please indicate the date of return to work on the right screen.  
Return Date

Your supervisor, Department HR, and Central HR will be notified upon submission.

The field may only be updated after final approval and only may be updated by the (1) the employee, (2) the supervisor (but not alternate supervisor), (3) Dept LOA Role, or (4) HR LOA Role. Once a Return Date is entered, click save. Upon saving, the employee's supervisor, alternate supervisor, dept manager, and the HR Approver are notified via e-mail.

## Resources

HR Leave of Absence Website: Contains guides and resources for employees and departments.

<https://www.sanjoseca.gov/your-government/departments-offices/human-resources/leaves-of-absence>

For questions about the overall process, policy, and/or request form in eWay, contact

[HRBenefits@sanjoseca.gov](mailto:HRBenefits@sanjoseca.gov) or 408-535-1285. For specific questions regarding schedule and timecard or leave schedule, please contact your department timekeeper.