



Returning an Employee from a Leave of Absence (Managers and FMLA Partners)

This guide will explain how to Return an Employee from a Leave of Absence in Workday.





Return Worker from	m Leave	L
Workers on Leave *	Employee Name	
бок	Cancel	

(On Leave)			eave)	Absence Requests Absence Balance
	IT Consultant			Enter Absence
		Business Asset	>	Correct Absence View Time Off
	Ema	Compensation	>	View Time Off Balance
88	Sumn	Help	>	View Calculated and Override Balances
Ē	Job	Job Change	>	View Carryover Balances
•	Comp	Manage Work Organization	>	Place Worker On Leave Return Worker From Leave
đ	Abser	Payment Payroll	>	Maintain Accrual and Time Off Adjustments/Overrides
Ċ0	Pay	Payroll Interface	>	Maintain Accrual and Time Off Limit Overrides Maintain Time Off Plan Carryover Overrides
A	Conta	Personal Data	>	Maintain Time Off Plan Override Balances
ዾ	Perso	Procurement Recruiting	>	Time Off Recalculate Balance Process : Recalculate Worker Time Off Balance
ī.	Perfo	Talent	>	Manage Absence Cases
0	c (4	Time and Leav	Employee Name	Assign Custom Work Schedule





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Return Employee from Leave

The Return Worker from Leave window will display for the selected worker.

- 6. Enter the **First Day Back at Work** field.
- 7. Select the absence.
- 8. Enter the Actual Last Day of Absence.
- 9. Click Submit.

The task will be submitted and the worker will be returned from the leave.

Doturn	Worker from Le	21/2 5 1 1	(a)				
Return	worker from Le	ave Employee Nam	ie iii				
First Day Ba	ack at Work 08/16/202	2 🗊 7					
Absences Re	eturned From 1 item						⇒ ⊡ ∟¹
Select	*Event			First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence	
	8 Unpaid Leave (36/01/2022)		06/01/2022	06/14/2022	08/15/2022 🛱 9	*
Attachm	ter your comment						
		Drop files here or Select files					
10 Sub	mit Save for La	ter Cancel					

Additional Information

- Managers can return employees from FMLA/Non-FMLA leave of absences without additional steps needed from the FMLA team.
- Return to work forms should be submitted to the FMLA team for documentation (Fax: 615.343.2176).
- If the employee needs restrictions, managers should contact their HR business partner to discuss the restrictions if they believe they impact the essential job functions.
 - 0 The manager or employee may submit a request for reasonable accommodation by creating a case in Workday Help. The release to return to work with restrictions can be attached directly to the Workday Help Case.
- Managers are not able to return employees to work from Short Term Disability and Long Term Disability.