

# Section G Contents

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This is Section G of *Employee Maintenance*. Complete Section A before starting this section.

## Section G

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Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

To request a reasonable accommodation and/or alternative format of this document, contact the Statewide Administrative Systems Help Line at (651) 201-8100 or [accessibility.mmb@state.mn.us](mailto:accessibility.mmb@state.mn.us).

## Introduction

The Action field on the Work Location page has three choices regarding leave of absence:

- Leave of Absence
- Paid Leave of Absence
- Return from Leave

If you select the Leave of Absence action, the employee will not be paid. Here are some example situations of a leave of absence:

- Military leave
- Personal leave
- Suspension
- Unclassified service leave

If you select the Paid Leave of Absence action, the employee continues to be paid. Some examples are:

- Paid parental leave
- Sabbatical (for a college employee)
- Paid military leave

The Family and Medical Leave Act of 1993 (FMLA) may be applicable for all or part of the leave. Review the statutes to determine the amount of time permitted. If the leave is FMLA qualified, set up an FMLA leave balance on the Current Period Earnings Adjs page. For further information, access SEMA4 Help, select **Index**, type **FMLA** and select the **Quick Guide to Family and Medical Leave Act (FMLA) – Reference**.

When an employee returns to the job classification from a leave of absence, you process a return from leave.

## Paid Parental Leave

For information about Paid Parental Leave, access SEMA4 Help, select Check Lists, and find the Paid Leave of Absence - Paid Parental Leave - Check List. For more information, visit the MMB web site at <https://mn.gov/mmb/employee-relations/laws-policies-and-rules/statewide-hr-policies/> and select **Leave Policies**. Select:

- HR/LR Policy #1435 Paid Parental Leave
- General Memo 2016-1, Paid Parental Leave: Frequently Asked Questions

## Things to Consider Before You Enter Data

### Leave of Absence

To save time and improve accuracy, consider these items *before* processing a leave of absence in SEMA4.

- For employees requesting medical leave *not* involving Worker's Compensation or disability benefits nor approved by a state retirement system for permanent/total disability benefit:
  - Most collective bargaining agreements and plans require that the employee deplete their sick leave balance but allow them the discretion to maintain their vacation and compensation balance before being placed on a medical leave.
  - Sick leave cannot be paid off in a lump sum.
  - Check the employee's bargaining agreement or plan to determine the required length of the medical leave of absence before entering the medical leave transaction.
  - The agency has the discretion to allow the employee to return early. Employee must request early return in writing.
  - The agency has the discretion to extend medical leave or separate the employee after bargaining agreement or plan requirements for the leave have been met.
  - When separating an employee:
    1. Contact a State Employee Group Insurance Program Representative at (651) 355-0100 so a SEGIP representative can coordinate continuation of coverage with health, dental, and life insurance carriers.
    2. Pay off sick, vacation, and/or compensatory leave balances per bargaining agreement or plan provisions.
  
- For employees requesting medical leave involving disability benefits approved by a state retirement system for permanent/total disability benefit:
  - Most collective bargaining agreements and plans require that the employee exhaust sick leave balances before being placed on an unpaid medical leave. Review bargaining agreement or plan for specifics.
  - It is recommended that the employee exhaust vacation and compensatory time balances before being placed on an unpaid medical leave, however, it is not required. Employee's discretion.
  - Check the employee's bargaining agreement or plan to determine the required length of the unpaid medical leave of absence (usually one year) and enter the medical leave transaction.
  - The agency has the discretion to extend the medical leave or separate the employee after the bargaining agreement or plan requirements for the leave have been met.

- When separating an employee:
  1. Contact a State Employee Group Insurance Program Representative at (651) 355-0100 so a SEGIP representative can coordinate continuation of coverage with health, dental, and life insurance carriers.
  2. Pay off sick, vacation, and/or compensatory leave balances per bargaining agreement or plan provisions.
  
- For medical leave of absence involving workers' compensation injuries which are permanently and totally disabling, the following apply, unless there is a change in policy, statute, rule, labor agreement or other applicable proviso:
  - If the employee's date of injury is on or after October 1, 1995 and the employee is on an approved Medical Leave of Absence and the employee is considered permanently and totally disabled as a result of the work related injury, the agency will convert the employee from medical leave to retiree on the employee's 67th birthday
  - If the injury occurred prior to October 1, 1995 and the employee is on an approved Medical Leave of Absence and the employee is considered permanently and totally disabled as a result of the work related injury, the agency must keep the employee on leave until the employee's death.
  
- Refer to the specific contract or plan for leave accrual information.
  
- Determine if the leave of absence qualifies for FMLA.
  
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.

## Access SEMA4 Help

Refer to SEMA4 Help to find a check list for a leave of absence.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Leave of Absence</b> .	Leave of Absence - Reason Codes page displays
4. Scroll down and select the lightning bolt button next to Parenthood Leave with Employer Insurance Contributions (MP9). <ul style="list-style-type: none"> <li>• Read the hint.</li> </ul>	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select <b>Parenthood Leave with Employer Insurance Contributions (MP9)</b> . <ul style="list-style-type: none"> <li>• Read the check list.</li> <li>• Notice the reason code, <i>MP9</i>.</li> <li>• This reason code indicates that the employee is eligible to receive employer contributions toward the premiums for the continuation of health insurance.</li> </ul>	The Leave of Absence - Parenthood Leave with Employer Insurance Contributions - Check List displays
7. Select <b>Quick Guide to Family and Medical Leave Act (FMLA)</b> . <ul style="list-style-type: none"> <li>• Here's where you'll find information about FMLA. Scroll down to see how to set up an FMLA qualifying leave balance in payroll.</li> </ul>	Quick Guide to Family and Medical Leave Act (FMLA) - Reference displays
8. Select the browser's Back arrow.	Check list displays again
9. Scroll down and select the first <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> to review fields required for this transaction.	Field requirement displays
10. Read the Benefits Consequences.	

Action	Result
11. Scroll down and notice that you also need to add a future effective-dated row of action Leave of Absence and reason code <i>MPA</i> (Parenthood Leave). The effective date is the first date the employee is no longer eligible for employer contributions. This row is usually entered at the same time as the first row.	
12. Scroll down and select the second <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction.</b>	A list of required field values displays for the future effective-dated row
13. Scroll down and read the Benefits Consequences of the future effective-dated row.	
14. Exit SEMA4 Help.	

## Process a Leave of Absence – Walk-through

In this walk-through, you will process a leave of absence.

Athena Kramarczuk is taking an unpaid leave of absence because of parenthood. For this example, the employee isn't eligible for paid parental leave. During part of the leave time, the employee is eligible for continued employer contributions toward health insurance premiums.

This will require two transactions in SEMA4: a row using reason *MP9*, and a future effective-dated row using reason *MPA*.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select Workforce Administration > Job Information > Job Data.	The Job Data search page displays
3. In the <b>EmplID</b> field, enter 003003__ __ (substituting your two-digit code for the blanks) and select <b>Search</b> .	<b>Work Location</b> page displays information for Athena Kramarczuk

Begin on the **Work Location** page.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Leave /WQC](#)

**Kramarczuk,Athena T** Empl ID 00300301  
 Employee Empl Record 0

Work Location Details ?
Find First 1 of 2 Last

\*Effective Date

Effective Sequence  \*Action

HR Status Active Reason  Parenthood Leave ER Cont

Payroll Status Leave of Absence \*Job Indicator  Future

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Position Number   Management Analyst 1

Position Entry Date     
 Position Management Record

Regulatory Region USA United States  
 Company SMN State of Minnesota  
 Business Unit R29MP DNR-MAPE  
 Department R29Y760 MIS-Operations  
 Department Entry Date

Location R2916 Field Services  
 Establishment ID   DNR Central Office Date Created 12/26/2018

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Expected Job End Date   Termination Date  
 End Job Automatically  
 Expected Return Date    Override Last Date Worked

Last Date Worked 04/20/2019

[Job Data](#) | [Employment Data](#) | [Benefits Program Participation](#)

Field Name	Data
1. Be sure that the current or future row you want to copy is displayed. For this example, the current row is displayed.	
2. Select the plus sign button to add a row of information.	SEMA4 copies the row you are viewing and enters today's date in the Effective Date field
3. Effective Date <ul style="list-style-type: none"> <li>This is the first day of the leave of absence.</li> <li>If a message displays, select <b>OK</b>.</li> </ul>	04/21/____ this year
4. Action <ul style="list-style-type: none"> <li>If this were a paid leave of absence, you would select Paid Leave of Absence instead of Leave of Absence.</li> </ul>	Leave of Absence

Field Name	Data
5. Reason Code <ul style="list-style-type: none"> <li>Select the reason for the leave of absence, and press <b>Tab</b>.</li> <li>MP9 indicates the employee is eligible for <i>continued</i> employer contributions toward health insurance premiums.</li> </ul>	MP9, Parenthood Leave with Employer Insurance Continuation
6. Expected Return Date <ul style="list-style-type: none"> <li>Enter the date the employee is expected to return to work.</li> <li>Be sure to leave the <b>Expected Job End Date</b> field blank.</li> </ul>	08/20/____ this year

Action	Result
1. Select the <b>Compensation</b> page.	<b>Compensation</b> page displays
2. Select <b>Calculate Compensation</b> . <ul style="list-style-type: none"> <li>Select this button.</li> </ul>	
3. Select the <b>Benefits Program Participation</b> component link.	<b>Benefit Program Participation</b> page displays
4. Review the Spec Elig field value. See the <i>Special Eligibility Code – Reference</i> in SEMA4 Help. <ul style="list-style-type: none"> <li>As a general rule, when an employee’s status changes—for example from Active to Leave of Absence—you should leave the Spec Elig code <i>unchanged</i>. Eligibility for an employer contribution while on Benefits Billing is based on a combination of fields, including Action, Reason, <i>and</i> the Spec Elig code the employee had when they first went on leave. Leaving the Spec Elig code unchanged when an employee is no longer active, serves to ensure that the employee will receive the proper information about eligibility to continue participation in the insurance program.</li> </ul>	Leave unchanged
5. Select <b>Save</b> . <ul style="list-style-type: none"> <li>If warning messages display, select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner

Action	Result
6. Select the <b>Job Data</b> component link.	<b>Work Location</b> page displays
7. Select the plus sign button to insert another effective-dated row. <ul style="list-style-type: none"> <li>• This is the future-dated row, to record when employer contributions are no longer made.</li> </ul>	A new row is added

Next, you will enter the future-dated row to indicate when the employer contributions are to be discontinued. Usually, you enter this row at the same time.

This future effective-dated information permits the timely mailing of forms to the employee. Failure to enter a future effective-dated row indicating when the employee is no longer eligible for employer contributions toward insurance premiums may result in your agency receiving charges for its portion of insurance premiums until the leave expiration date.

If you are unsure of when an employee will need to begin paying the whole cost of their insurance - for example, the employee is eligible for 12 weeks of FMLA, but you believe that the employee will return to work in six weeks--you may postpone entering the second row until a later date. *Note:* if you do not enter the second row, your agency will continue to be charged the employer share of the cost, and the employee will not be notified that they must begin paying the entire premium.



Action	Result
1. Select the <b>Compensation</b> page.	<b>Compensation</b> page displays
2. Select <b>Calculate Compensation</b> . <ul style="list-style-type: none"> <li>Select the button.</li> </ul>	
3. Select <b>Save</b> . <ul style="list-style-type: none"> <li>If warning messages display, select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
4. If the leave is FMLA qualified, set up an FMLA leave balance in the <b>Current Period Earnings Adjs</b> page. For this example, we will skip that task.	
5. If required by your agency, you would also record the employee's leave on the <b>Absence Data</b> page, located at Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence. For this example, we will skip that task.	
6. If you need to fill the position while the employee is on leave, process a fill-behind. For this example, we will skip that task.	

In this example, no changes are made on the **Benefit Program Participation** page. The employee continues the same *eligibility* to participate in the State Insurance program; participation may be through COBRA.

## SEMA4 Tips

### Leave of Absence

When processing a leave of absence, use the following tips to check your work.

- ✓ Make sure the Effective Date is the first day of the leave.
- ✓ Select the appropriate Reason code. Refer to the check lists in SEMA4 Help.
- ✓ Enter the Expected Return Date.
- ✓ Add a future effective-dated row, if applicable. Refer to the check list.

## Processing a Leave of Absence – Medical - Exercise

In this exercise, you will process a medical leave of absence for employee Lan Lee.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the walk-through
- SEMA4 Help

### Directions

Lan Lee will be on a medical leave of absence. For part of the leave time, the employee is eligible for continued employer contributions toward health insurance premiums. To process this leave, you will enter two transactions in SEMA4.

In the **User Training** database, use the following data to process the leave of absence.

### Part 1: Medical Leave with Employer Insurance Contributions

In the first transaction, the employee is on unpaid leave of absence for medical reasons and is *eligible* for continued employer contributions toward health insurance premiums. Notice the reason is SC9.

Field Name	Data
Employee ID	001234__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	04/21/____ this year
Action	Leave of Absence
Reason	SC9, Medical Leave with Employer Insurance Contribution
Expected Return Date	09/21/____ this year
<b>Calculate Compensation</b>	Select button
Spec Elig	Leave unchanged

Action	Result
1. Select <b>Save</b> . <ul style="list-style-type: none"> <li>If warning messages display, select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. Select the <b>Job Data</b> component link.	<b>Work Location</b> page displays
3. Select the plus sign button to insert another effective-dated row. <ul style="list-style-type: none"> <li>This is the future-dated row.</li> </ul>	An additional row displays

## Part 2: Medical Leave

In the future effective-dated transaction, the employee is on unpaid leave of absence for medical reasons and is *not* eligible for continued employer contributions toward health insurance premiums. Notice the reason is SCK.

This future effective-dated transaction facilitates the timely mailing of forms to the employee.

Field Name	Data
Effective Date	06/02/____ this year
Action	Leave of Absence
Reason	SCK, Medical Leave
<b>Calculate Compensation</b>	Select button
Spec Elig	Leave unchanged  In this exercise, the employee continues the same eligibility to participate in the State Insurance program

Action	Result
1. Select <b>Save</b> . <ul style="list-style-type: none"> <li>• If warning messages display, select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. If the leave is FMLA qualified, set up an FMLA leave balance in the <b>Current Period Earnings Adjs</b> page. For this exercise, we will skip that task.	
3. If required by your agency, you would also record the employee's leave on the <b>Absence Data</b> page, located at Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence. For this exercise, we will skip that task.	
4. If you need to fill the position while the employee is on leave, process a fill-behind. For this exercise, we will skip that task.	

## Process a Leave of Absence – Unclassified Service Leave - Exercise

In this exercise, you will process an unclassified service leave of absence for Ralph Olsen.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the walk-through
- SEMA4 Help

### Directions

Ralph Olsen is going on a leave of absence in order to take a temporary unclassified position.

In the **User Training** database, use the following data to process the leave of absence.

Field Name	Data
Employee ID	000888__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	04/30/____ this year
Action	Leave of Absence
Reason	UNL, Unclassified Service Leave
Expected Return Date	10/30/____ this year
<b>Calculate Compensation</b>	Select button

Action	Result
<ul style="list-style-type: none"><li>• Select <b>Save</b>.</li></ul> <p>If warning messages display, select <b>OK</b>.</p>	<i>Saved</i> displays briefly in the upper-right corner

## Extending a Leave of Absence

Sometimes a leave of absence must be extended.

If you are extending a leave of absence due to a mobility extension, the expected return date must be the day after the new appointment end date of the mobility.

If the employee is on a leave of absence with employer contributions, which will end before the extension date, follow the instructions in the appropriate check list.

## Access SEMA4 Help

Refer to SEMA4 Help to find the check list for extending a leave of absence.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Index</b> and enter extension.	Index keywords appear
3. Select <b>leave</b> , and then <b>Leave of Absence – Extend Leave – Check List</b> . <ul style="list-style-type: none"><li>• Read the check list.</li><li>• Notice the action and reason.</li></ul>	The Leave of Absence - Extend Leave - Check List displays
4. Select <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> , to review fields required for this transaction.	Field requirement displays

## Process a Leave of Absence – Extend Leave - Exercise

In this exercise, you will extend the leave of absence for Ralph Olsen.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the walk-through
- SEMA4 Help

### Directions

Time has passed. The temporary unclassified position will last longer than previously anticipated. Ralph Olsen has supplied the necessary documentation required by the Appointing Authority, and the unclassified service leave of absence will be extended.

In the **User Training** database, use the following data to process the extension.

Field Name	Data
Employee ID	000888__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	10/30/____ this year
Action	Leave of Absence
Reason	EXL, Extend Leave
Expected Return Date	11/30/____ this year
<b>Calculate Compensation</b>	Select button

Action	Result
<ul style="list-style-type: none"><li>• Select <b>Save</b>.</li></ul> <p>If warning messages display, select <b>OK</b>.</p>	<i>Saved</i> displays briefly in the upper-right corner

## Leave of Absence – Suspension

A suspension means that an employee is placed on a temporary absence from work. Depending on the circumstances, a suspension is paid or unpaid. Most suspensions are unpaid, and are used as disciplinary sanctions against employees. An exception is the investigatory leave, in which the employee is on leave with pay, pending an investigation.

Refer to the check lists in SEMA4 Help to select the appropriate reason code. Note that there is more than one reason code for suspensions/investigations.

Before processing a suspension, refer to policy and procedures, and the relevant bargaining agreement or compensation plan; and consult with the labor relations representative.

### Access SEMA4 Help

Refer to SEMA4 Help to find the check list for a leave of absence – suspension less than one full pay period.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Leave of Absence</b> .	Leave of Absence - Reason Codes page displays
4. Scroll down and select the lightning bolt button next to Suspension Less than 1 Full Pay Period (SU9). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A hint displays
5. Select again.	The hint disappears
6. Select <b>Suspension Less than 1 Full Pay Period (SU9)</b> . <ul style="list-style-type: none"><li>• Notice the reason code, SU9.</li></ul>	The Leave of Absence - Suspension Less than 1 Full Pay Period - Check List displays
7. Scroll down and read the Benefits Consequences.	
8. Select <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> to review fields required for this transaction.	Field requirement displays
9. Exit SEMA4 Help.	

## Process a Suspension – Walk-through

In this walk-through, you will process a suspension.

Bertram Ellingson is being placed on suspension without pay. He will be on unpaid suspension for three days. This is less than one full pay period.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select Workforce Administration > Job Information > Job Data.	The Job Data search page displays
3. In the <b>EmplID</b> field, enter 001403__ __ (substituting your two-digit code for the blanks) and select <b>Search</b> .	<b>Work Location</b> page displays information for Bertram Ellingson

Begin on the **Work Location** page.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Leave WQC

**Ellingson, Bertram J**  
Employee
Empl ID 00140301  
Empl Record 0

Work Location Details ?
Find
First
1 of 2
Last

\*Effective Date  [B]

Effective Sequence

HR Status Active

Payroll Status Leave of Absence

Go To Row [+] [-]

\*Action

Reason  [Q] Suspension < or = 1 PP

\*Job Indicator

Future

---

Position Number  [Q] Account Clerk

Override Position Data

Position Entry Date  [B]

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit B04AF Agriculture-AFSCME

Department B040000 Agriculture, Department Of

Department Entry Date  [B]

Location B0400 Department Of Agriculture

Establishment ID  [Q] Agriculture - St Paul Office

Date Created 12/26/2018

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Expected Job End Date  [B]

Expected Return Date  [B]

Last Date Worked 04/20/2019

Termination Date

End Job Automatically

Override Last Date Worked

Job Data
Employment Data
Benefits Program Participation

Field Name	Data
1. Be sure that the current or future row you want to copy is displayed. For this example, the current row is displayed.	
2. Select the plus sign button to add a row of information.	SEMA4 copies the row you are viewing and enters today's date in the Effective Date field
3. Effective Date <ul style="list-style-type: none"> <li>• This is the first day of the leave of absence.</li> <li>• If a message displays, select <b>OK</b>.</li> </ul>	04/21/____ this year
4. Action <ul style="list-style-type: none"> <li>• If this were a paid leave of absence, you would select Paid Leave of Absence instead of Leave of Absence.</li> </ul>	Leave of Absence
5. Reason Code <ul style="list-style-type: none"> <li>• Select the reason for the leave of absence.</li> <li>• The SU9 reason code is used when an employee is suspended without pay, for disciplinary reasons, for less than one full pay period or for a period of time that occurs partially in one pay period and partially in the next, subsequent pay period.</li> </ul>	SU9, Suspension < or = 1 PP
6. Expected Return Date <ul style="list-style-type: none"> <li>• Enter the date the suspended employee is expected to return to work.</li> </ul>	04/24/____ this year

Action	Result
1. Select the <b>Compensation</b> page.	<b>Compensation</b> page displays
2. Select <b>Calculate Compensation</b> .  <ul style="list-style-type: none"> <li>• Select this button.</li> </ul>	
3. Select <b>Save</b> .  <ul style="list-style-type: none"> <li>• If warning messages display, select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
4. If required by your agency, you would also record the employee's leave on the <b>Absence Data</b> page, located at Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence. For this example, we will skip that task.	
5. To document the reason for the suspension, add a disciplinary action using SEMA4's Labor Relations function. This walk-through, however, does not include that task.	

## Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. Suppose you need to extend a leave of absence. Which action and reason code should you select?
  - a. Action: Leave of Absence, Reason Code: EWL
  - b. Action: Leave of Absence, Reason Code: EDU
  - c. Action: Leave of Absence, Reason Code: UNL
  - d. Action: Leave of Absence, Reason Code: EXL
  
2. If you select the Leave of Absence action, will the employee be paid?
  - a. Yes
  - b. No
  
3. On which page do you enter the expected return date?
  - a. Additional Employee Info
  - b. Leave/WOC
  - c. Work Location
  - d. Payroll
  
4. An employee goes on a paid investigatory leave. Which action should you select?
  - a. Paid Leave of Absence
  - b. Reallocation
  - c. Movement
  - d. Transfer
  
5. For a leave of absence, why is it important to enter a future effective-dated row indicating when the employee is no longer eligible for employer contributions toward insurance premiums?
  - a. All leaves of absence are future-dated transactions.
  - b. Entering the future effective-dated row permits the timely mailing of forms to the employee, and prevents the agency from being charged for its portion of insurance premiums until the leave expiration date.
  - c. The future-dated transaction records the anticipated return from leave.
  - d. Most leaves of absence will have an extension.

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. Suppose you need to extend a leave of absence. Which action and reason code should you select?
  - d. Action: Leave of Absence, Reason Code: EXL
  
2. If you select the Leave of Absence action, will the employee be paid?
  - b. No
  
3. On which page do you enter the expected return date?
  - c. Work Location
  
4. An employee goes on a paid investigatory leave. Which action should you select?
  - a. Paid Leave of Absence
  
5. For a leave of absence, why is it important to enter a future effective-dated row indicating when the employee is no longer eligible for employer contributions toward insurance premiums?
  - b. Entering the future effective-dated row permits the timely mailing of forms to the employee, and prevents the agency from being charged for its portion of insurance premiums until the leave expiration date.

Pull out these pieces from the Leave of Absence topic:

- *Things to Consider Before You Enter Data*, at the beginning of this topic
- *SEMA4 Tips*, located before the first Exercise in this topic

Whenever you need to process a leave of absence, refer to *Things to Consider Before You Enter Data*. After entering the transaction(s), check your work using *SEMA4 Tips*.

Continue to the next topic, *Return from Leave*.

## Introduction

An employee, returning from leave, generally returns to the former job. In some cases, an employee may return from leave and go to a different job.

When an employee returns from an approved leave of absence, and is entitled to return to the former job, you process a return from leave using the Return from Leave action. An employee returning from leave, going to a different job, requires two transactions: one to process the return from leave and another to record the new appointment.

## Things to Consider Before You Enter Data

### Return from Leave

To save time and improve accuracy, consider these items *before* entering a return from leave in SEMA4.

- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- Leave Accrual Date may need to be adjusted, depending on the type of leave.

## Access SEMA4 Help

Refer to SEMA4 Help to find check lists for a return from leave.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Return from Leave</b> .	Return from Leave - Reason Codes page displays
4. Select the lightning bolt button next to Return from Leave of Absence (RFL). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A hint displays
5. Select again.	The hint disappears

Action	Result
6. Select <b>Return from Leave of Absence (RFL)</b> . <ul style="list-style-type: none"> <li>Notice the reason code, RFL.</li> </ul>	The Return from Leave - Return from Leave of Absence - Check List displays
7. Scroll down and read the Benefits Consequences.	
8. Select the browser's Back button.	Return from Leave - Reason Codes display again
9. Scroll down and select the lightning bolt button next to Return from Unclassified Service Leave (UNL). <ul style="list-style-type: none"> <li>Read the hint.</li> </ul>	A hint displays
10. Select again.	The hint disappears
11. Select <b>Return from Unclassified Service Leave (UNL)</b> . <ul style="list-style-type: none"> <li>Notice the reason code, UNL.</li> </ul>	The Return from Leave - Return from Unclassified Service Leave - Check List displays
12. Scroll down and read the Benefits Consequences.	
13. Exit SEMA4 Help.	

## Process a Return from Leave – Walk-through

In this walk-through, you will process a return from leave. Chad Leiner, who has been on a personal leave of absence for six weeks, is returning to the same job. As part of this task, you will update the Leave Accrual Date.

First, you enter any changes needed to the position record, so that it reflects the current job. For this walk-through, assume that you have already reviewed the position record and it is accurate.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select Workforce Administration > Job Information > Job Data.	The Job Data search page displays
3. In the <b>EmplID</b> field, enter 008123__ __ (substituting your two-digit code for the blanks) and select <b>Search</b> .	<b>Work Location</b> page displays Chad Leiner's information

Begin on the **Work Location** page.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Leave /WQC](#)

**Leiner, Chad D** Empl ID 00812301  
 Employee Empl Record 0

Find First 1 of 2 Last

**Work Location Details** Go To Row + -

\*Effective Date  +

Effective Sequence  \*Action Return from Leave

HR Status Active Reason RFL Return From Leave of Absence

Payroll Status Active \*Job Indicator Primary Job

---

Position Number  Management Analyst 1 Future  
Override Position Data

Position Entry Date  Position Management Record

Regulatory Region USA United States  
 Company SMN State of Minnesota  
 Business Unit H55MP Human Svcs-MAPE  
 Department H55H330 Surveillance & Integrity Rev  
 Department Entry Date

Location H556N Department of Human Services  
 Establishment ID  DHS - Central Office Date Created 12/26/2018

---

Expected Job End Date  Termination Date  
 End Job Automatically

[Job Data](#) | [Employment Data](#) | [Benefits Program Participation](#)

Field Name	Data
1. Be sure that the current or future row you want to copy is displayed. For this example, the current row is displayed.	
2. Select the plus sign button to add an effective-dated row.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
3. Effective Date <ul style="list-style-type: none"> <li>Enter the date of the employee's return.</li> <li>If a warning message displays, select <b>OK</b>.</li> </ul>	04/21/____ this year
4. Action <ul style="list-style-type: none"> <li>Notice that the Expected Return Date field disappears.</li> </ul>	Return from Leave
5. Reason Code <ul style="list-style-type: none"> <li>Select the appropriate reason code.</li> </ul>	RFL, Return From Leave of Absence

Action	Result
1. Select the <b>Compensation</b> page.	<b>Compensation</b> page displays
2. Select <b>Calculate Compensation</b> .	
3. Select the <b>Benefits Program Participation</b> component link.	<b>Benefit Program Participation</b> page displays
<p>4. Annual Benefits Base Rate</p> <ul style="list-style-type: none"> <li>Minnesota State only: Check this value. If amount in the field is incorrect, return to the Work Location page. Select the plus sign button to add a new row. In the Action field, select Data Change; in the reason field, select ABR (Annual Base Rate Change). Update the Annual Benefits Base Rate field. (This value is used to calculate basic life insurance coverage, deductions and imputed income.)</li> </ul>	Leave unchanged
<p>5. Spec Elig</p> <ul style="list-style-type: none"> <li>Look at the value and change it if necessary. Refer to the <i>Special Eligibility Codes – Reference</i> in SEMA4 Help.</li> </ul>	Leave unchanged
<p>6. Select <b>Save</b>.</p> <ul style="list-style-type: none"> <li>If warning messages display, select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner

Continue on the same page.

**Benefit Program Participation**

**Leiner, Chad D** Employee      Empl ID 00812301  
Empl Record 0

**Benefit Status** ?      Find      First 1 of 2 Last

Benefit Record Number 0       **Go To Row**

Effective Date 04/21/2019

Effective Sequence 0      **Action** Return from Leave

HR Status Active      **Reason** Return From Leave of Absence

Payroll Status Active      **Job Indicator** Primary Job

---

Benefits System Benefits Administration      **Future**  

Annual Benefits Base Rate  USD      **Benefits Employee Status** Active

Action	Result
7. Remember that a leave accrual date change requires a Job Data Note. Select the button that looks like a tiny notepad. <ul style="list-style-type: none"> <li>You will enter a comment about the change you will make to the Leave Accrual Date.</li> </ul>	<b>Job Data Notepad</b> displays
8. Select the <b>Add a New Note</b> button.	<b>Selected Note</b> displays

Field Name	Data
1. Subject <ul style="list-style-type: none"> <li>Enter the subject of the note.</li> </ul>	Leave Accrual Date
2. Note Text <ul style="list-style-type: none"> <li>Enter a comment to explain the change you will make to the leave accrual date.</li> </ul>	Leave accrual date changed from 05/10/1997 to 06/21/1997 because of a leave of absence.

Action	Result
1. Select the <b>Save</b> button to save the note.	<b>Saved</b> displays briefly in the upper-right corner
2. Select the <b>Job Data Page</b> link.	Job Data component displays
3. On the menu, select Workforce Administration > Personal Information > Modify a Person.	<b>Biographical Details</b> page displays for Chad Leiner

Continue on the **Biographical Details** page.

[Biographical Details](#) | [Contact Information](#) | [Regional](#)

**Leiner, Chad D** Person ID 00812301

---

**Name** Find | View All First 1 of 1 Last

Effective Date 05/10/1997 + -  
 Format Type English  
 Display Name Leiner, Chad D View Name

---

**Biographic Information**

Date of Birth  Years 53 Months 8 View Pandemic Questionnaire  
 Date of Death  Pandemic Work Avail   
 Birth Country  Birth Location   
 Leave Accrual Date

---

**Biographical History** Find | View All First 1 of 1 Last

\*Effective Date  + -  
 \*Gender   
 \*Highest Education Level   
 \*Marital Status  As of   
 Language Code   
 Alternate ID   
 Full-Time Student

---

**National ID** Personalize | Find | View All |  First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	456-11-2201	<input checked="" type="checkbox"/>

Field Name	Data
<p>1. Leave Accrual Date</p> <ul style="list-style-type: none"> <li>Look at the date, and change it if necessary.</li> <li>You may need to adjust the leave accrual date if you process a return from leave and the type of leave necessitates a change in the leave accrual date.</li> <li>Refer to the contract or plan.</li> <li>Agency staff are responsible for updating this field.</li> </ul>	<p>06/21/1997</p>

Action	Result
2. Select <b>Save</b> . <ul style="list-style-type: none"> <li>• A warning message may display. Select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
3. You may need to modify other employment data information, create or modify the work schedule, and modify payroll information. This walk-through does not include these tasks.	

## Return from Leave to a New Appointment

When an employee returns from a leave of absence, you process a return from leave in SEMA4.

If the employee does not return to the former job, but takes a *different* job, you first process a return from leave. Then, you add a new row of information documenting the new appointment. Because the second transaction has the same Effective Date, you must increase its Effective Sequence number by one.

## SEMA4 Tips

### Return from Leave

When processing a return from leave, use the following tips to check your work.

- ✓ Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- ✓ If you need to update the Leave Accrual Date, enter a Job Data Note with the return from leave transaction in the Job Data component.
- ✓ Update the Leave Accrual Date, if necessary. Leave Accrual Date is located in the Modify a Person component.

## Process a Return from Unclassified Service Leave – Exercise

In this exercise, you will process a return from unclassified service leave.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the walk-through
- SEMA4 Help

### Directions

Geoff Bopp has two employment records. In employment record #0, he is on an unclassified service leave of absence. At the same time, he's been working in a temporary unclassified appointment at another department, in employment record #1. It is now time for Geoff to return from leave.

Assume that you have verified the position information is accurate. You will process a Return from Leave using reason code UNL, Return from Unclassified Service Leave, on employment record #0. In this case, you will select Primary Job. The other department will process a Separation/End Record Number Only on the concurrent job (employment record #1).

In the **User Training** database, use the following data to process the return from leave.

*Hint:* Select Workforce Administration > Job Information > Job Data.

Field Name	Data
Employee ID	002345__ __ (substituting your two-digit code for the blanks)
Employment Record Number	0
plus sign button	Select button to add a row
Effective Date	06/03/____ this year
Action	Return from Leave
Reason	UNL, Return from Unclass Service Lv
Job Indicator	Primary Job
<b>Calculate Compensation</b>	Select button
Spec Elig	Leave unchanged

Action	Result
1. Select <b>Save</b> . <ul style="list-style-type: none"><li>• If warning messages display, select <b>OK</b>.</li></ul>	<i>Saved</i> displays briefly in the upper-right corner
2. You may need to modify other employment data information, create or modify the work schedule, and modify payroll information. This exercise does not include these tasks.	

## Process a Return from Suspension – Exercise

In this exercise, you will process a return from suspension.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the walk-through
- SEMA4 Help

### Directions

Dahlia Sherman, who was suspended without pay for less than a full pay period, is entitled to return to employment in the same position. In this case, there is no change to the leave accrual date.

Find the appropriate check list in SEMA4 Help. Notice the reason code is R9S, Return from Suspension of Less than 1 Full Pay Period. In the **User Training** database, use the following data to process the return from suspension.

Field Name	Data
Employee ID	002514__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	07/13/____ this year
Action	Return from Leave
Reason	R9S, Return from Suspension of Less than 1 Full Pay Period
<b>Calculate Compensation</b>	Select button

Action	Result
1. Select <b>Save</b> . <ul style="list-style-type: none"> <li>• If warning messages display, select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. If appropriate, you should update SEMA4 disciplinary action information about sanctions taken to discipline the employee. This exercise does not include that task.	

## Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. If the employee returns to work, in a different job, what must you do?
  - a. Enter a rehire transaction and then add a new row of information for the new appointment.
  - b. Enter a return from leave transaction and then add a new row of information for the new appointment.
  - c. Enter a return from leave transaction and then cancel the rehire transaction.
  - d. Enter a concurrent job transaction and then add a new row of information for the new appointment.
  
2. If you need to update the Leave Accrual Date, you enter an explanatory note in Job Data Notepad, on the return from leave row of Job Data. To update the Leave Accrual Date, you access the \_\_\_\_\_ component.
  - a. Modify a Person
  - b. Job Data
  - c. Employment Data
  - d. Benefits Program Participation Data
  
3. When an employee returns from unclassified service leave, which reason code should you select?
  - a. RFL
  - b. NFL
  - c. RPL
  - d. UNL
  
4. After processing a return from suspension, you may need to update what information?
  - a. Rehire
  - b. Movement
  - c. Disciplinary Action
  - d. Home Address

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. If the employee returns to work, in a different job, what must you do?
  - b. Enter a return from leave transaction and then add a new row of information for the new appointment.
2. If you need to update the Leave Accrual Date, you enter an explanatory note in Job Data Notepad, on the return from leave row of Job Data. To update the Leave Accrual Date, you access the \_\_\_\_\_ component.
  - a. Modify a Person
3. When an employee returns from unclassified service leave, which reason code should you select?
  - d. UNL
4. After processing a return from suspension, you may need to update what information?
  - c. Disciplinary Action

Pull out these pieces from the Return from Leave topic:

- *Things to Consider Before You Enter Data*, at the beginning of this topic
- *SEMA4 Tips*, located before the Exercise in this topic

Whenever you need to process a return from leave, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

You have completed Section G of Employee Maintenance!  
Continue on to additional section(s) of the learning guide.