

# Leave Transaction Changes

3/1/2010

## L12 & L13 transactions are moving!

Due to the problems we have been experiencing with Leave transactions using the Data Change action, we will be inactivating the following Action Reason combinations effective March 1, 2010:

Data Change - L12 Suppl Workers Comp  
Data Change - L13 Supplemented LWOP (not WC)

The L12 & L13 transactions will be moved to the Paid Leave action. Although these actions are categorized as unpaid leave, using the Paid Leave action will allow payroll to process any supplemental pay, shared leave, or other hours which may be required. This change will also provide the following benefits:

- The employee status will automatically be set to P (leave with pay) so you will be able to easily see if the employee has been returned to active status regardless of any intervening transactions.
- The Expected Return Date field will be available to improve your ability to track and manage the employee's leave.
- The Last Day Worked field will be set to the day before the effective date of the leave (but you may override the date)
- The employee will now show on the Leave of Absence report.

The L14 code will no longer be necessary once employees are returned from current Data Change leave actions. When using the Paid Leave action, the L08 reason on the Return from Leave action will be used to return employees to active status.

Agencies who currently have employees out on L12 or L13 leave are encouraged to enter a current transaction to return them from the Data Change leave code and, using the same effective date, place them back on leave using the Paid Leave action to take advantage of these benefits. For these employees, we recommend that you change the Last Day Worked to show when they originally went out on leave.

## New Leave Transactions

We are also adding additional leave transactions to improve leave tracking. The new action reasons are:

- Paid Leave of Absence - Suppl FMLA Leave
- Paid Leave of Absence - Suppl Sick Leave w/o Pay
- Paid Leave of Absence - Suppl Disability w/o Pay