

Managing Personnel Leave

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Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).

[Screen Example and Field Descriptions](#) | [Adding a Leave Entry](#) | [Managing File Attachments](#)

Tool Search: Personnel Master

The Leave Entry section allows you to track leave of absence information for personnel. You can use reason codes to track leave of absence events and track return dates.

Personnel with tool rights to the Employee Self Service module can view this information via [My Leave Information](#).

Screen Example and Field Descriptions

Field	Description
Start Date	The date on which the leave of absence started.
End Date	The date on which the leave of absence ended.

Field	Description
Leave Pay	New York Districts Only This field is only available for New York districts and identifies whether the employee's leave is Unpaid, Paid, or Partially Paid . When this field is set to Partially Paid, the Percentage field becomes available and you can indicate the percent to be paid.
Percentage	New York Districts Only This field is only available for New York districts. If the Leave Pay field is set to Partially Paid , the Percentage field becomes available and indicates the percent to be paid. You must enter a value greater than 0 and less than 100.
Leave Reason	The reason for the leave of absence. These codes are set up on HR Codes
State Leave Code	The leave code required for state reporting. This field displays ONLY if State Leave Code values have been defined.
Estimated Return Date	The estimated date on which the individual will return to work full time.
Last Date Worked	The last day the person actually worked prior to going on leave.
Return Date	The date on which the person returned to work.
Percent Returned	If the person returns to work part-time, this field indicates the percentage.
Hours Per Day	Used with a part-time return to work, this field indicates the number of hours the person is allowed to work in a day. This field is only enabled when the Percent Returned field is used.
Days Per Week	Used with a part-time return to work, this field indicates the number days the person is allowed to work each week. This field is only enabled when the Percent Returned field is used.
FMLA	This checkbox indicates whether the leave is covered by FMLA.
FMLA End Date	This field indicates when the FMLA expires in case the FMLA expires before the person's return.
State Reported	This checkbox indicates whether this leave entry should be state reported.
Comments	This field allows you to enter additional details or updates to the leave entry.

Adding a Leave Entry

PATH: *Human Resources > Personnel > Personnel Master > Leave Entry*

1. Select **Leave Entry** from the left-hand navigation.

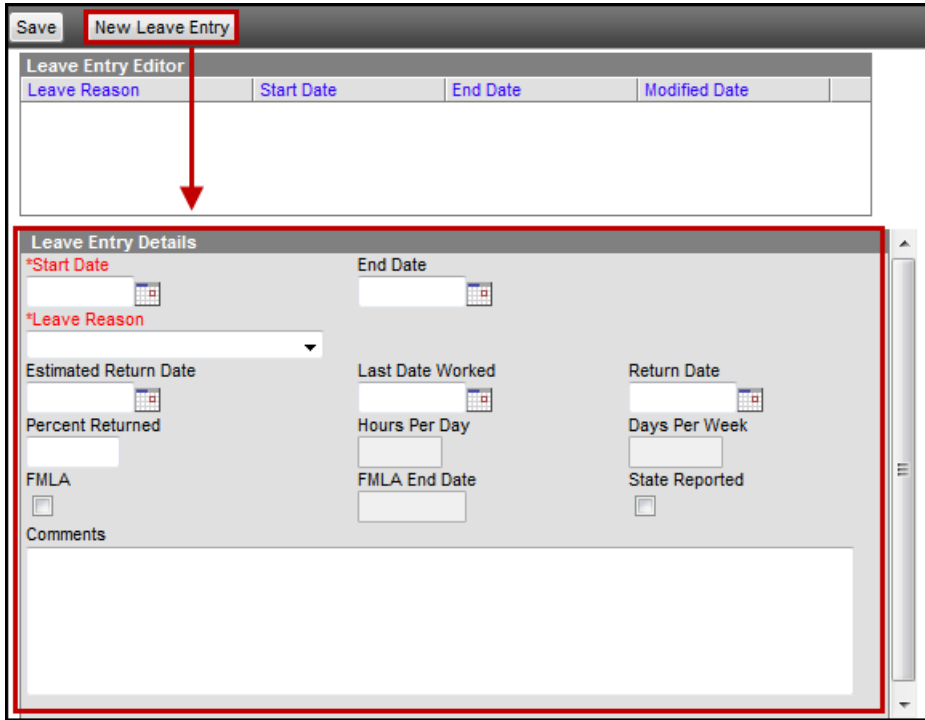
Result

The Leave Entry Editor displays.

2. Click the **New Leave Entry** button.

Result

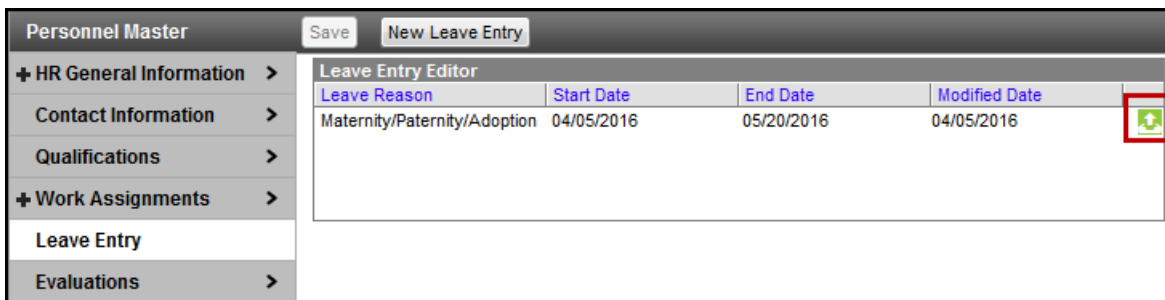
The **Leave Entry Details** displays.




3. Use the information in [Screen Example](#) and [Field Descriptions](#) in this article to enter information specific to the Leave Entry.
4. Click the **Save** button.

Managing File Attachments

This feature is only available if your administrator has [enabled the attachment feature](#).



Example upload button for file attachments

To view documents, click the **Upload** button  .

Users with the appropriate tool rights may also complete the following tasks.

- [Attach Files](#)
 - [Delete Files](#)
 - [Replace Files](#)
 - [Edit a File Description](#)
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