Leave of Absence: Pay Codes, Viewing and Scheduling

Purpose: How to process leave of absences, view employees on a leave, and entering a schedule for their return.

Audience: Leadership and Timekeepers

Important Information

- An employee does not need to be returned in order to view or enter a schedule for them in Kronos
- Employee's badges will not work at a time clock until the day after they have been returned in PeopleSoft
    - Have them use the Exception Log
- Employees will not be able to access Kronos via Employee Self Service until the day after their return from leave was processed
    - They will receive an error message: 'Oops! Looks like you are having trouble logging in. Please try again or contact your administrator'
- Call Employee Services at (855) 874-7100 for assistance

Viewing a Person on LOA

1. Log in to Kronos
2. In the Genies section along the right side of the screen, select **Inactive Employees**.
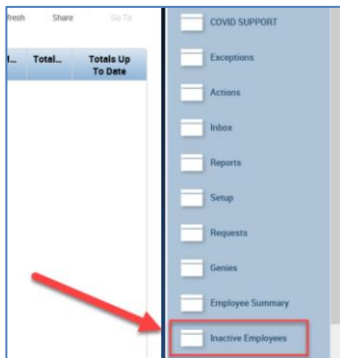
How to Enter a Schedule

Both basic and Advanced Schedulers can enter a schedule for their employees on a LOA using these steps.

Note to Advanced Schedulers: You cannot schedule a person on an LOA via Schedule Planner, but the changes you enter in via these methods will appear in Schedule Planner upon saving.
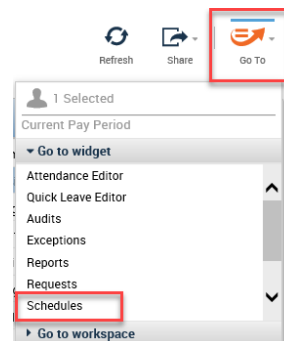
There are two ways to complete:

Using the Inactive Employees Link

1. Log in to Kronos
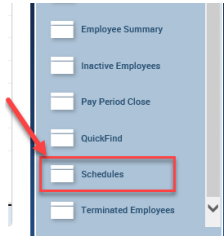2. In the Genies section along the right side of the screen, select **Inactive Employees**.

3. Select the employee(s)
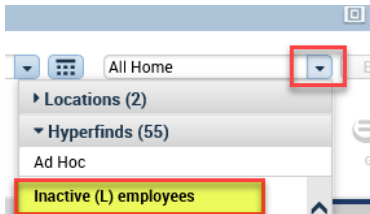4. Use the **Go To** tab to select their Schedule

5. Enter in the schedule.
6. Click **Save**.

Via the Scheduling Editor Genie

1. Log in to Kronos
2. In the Genies section along the right side of the screen, select **Schedules**.

3. Select **Inactive Employees** from the Genies section.

4. Select the Employees
5. Enter in the schedule.
6. Click **Save**.

Leave of Absence Pay Codes

Below are all the pay codes in Kronos relating to a Leave of Absence (medical, maternity, to care for a family member and military) and how to use them.

KRONOS	NON- EXEMPT (Hourly)	EXEMPT (Salary)	LEADERSHIP, SUPERVISOR, MANAGERS, MLP	DESCRIPTION
Continuous FML Exempt	No	Yes	No	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is used down to 80/exhausted
Continuous FML	Yes	No	No	Reduces CTO from bank – 'Unpd Fam/Med Leave – Hrs' should be used once bank is used down to 80/exhausted
Intermittent Leave	Yes	No	No	Reduces CTO from bank – 'Unpd Intermit Leave – Hrs' should be used once CTO bank is exhausted
Intermittent Leave Exempt	No	Yes	No	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is exhausted
Paid Time Off	No	No	Yes	PTO Leaders/Supervisor/Managers/MLP (enter value as a number of hours) – PTO should be used down to 80 hrs before 'Salary Continuation'
Salary Continuation	No	No	Yes	Leaders/Supervisor/Managers/MLP to record FML after PTO bank used down to 80 hours while considered medically unable by their physician (example: maternity leave 6-8 weeks post-delivery)
Unpaid LOA Exempt	No	Yes	No	Unpaid (not using CTO) for Family Medical Leave/unpaid Intermittent leave

Unpd Fam/Med Leave - Hrs	Yes	No	No	Unpaid Continuous FML
Unpd Intermit Leave - Hrs	Yes	No	No	Unpaid Intermittent FML
CV Family Care CTO or PTO	Yes	Yes	Yes	Well Employee caring for family member (including validated childcare due to school closure). Reduces from: 1. Special COVID CTO bank, then 2. Regular/personal CTO bank by applying CV CTO or CV PTO pay code
CV Staff Contact-Furlough CTO or PTO	Yes	Yes	Yes	Exposed Employee (Quarantined by Employee Health) (required by policy to leave the work place). Reduces from: 1. Special COVID CTO bank, then 2. Regular/personal CTO bank (optional) by applying CV CTO or CV PTO pay code *then, Workers Compensation (if eligible)*
CV No Work CTO or PTO	Yes	Yes	Yes	Displaced due to no work available (within or outside Department). Reduces from: 1. Special COVID CTO bank, then 2. Regular/personal CTO bank (optional) by applying CV CTO or CV PTO pay code *then, Unemployment Compensation (if eligible)*
CV CTO or PTO Regular	Yes	Yes	Yes	Well Employee concerned about exposure; approved by leader for CTO. Reduces from: 1. Regular/personal CTO bank *Considered voluntary absence*