

Managers - Mobility / Garden Leave in My HR Services

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DEFINITION

Garden leave is a Leave of absence which identifies the **period of paid inactivity, during which an employee stays away from the workplace and is in the process of terminating their employment.** This usually occurs during Restructuring programs for example.

PROCESS

Activity period is recorded in My HR Services to set a correct employment status (Inactive leave), correct headcount reporting, exclusions from mandatory training, or other HR processes etc ... Contact your Site HR Partner who is responsible for this process.

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