

Mobility / Garden Leave in My HR Services

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INTRODUCTION

Mobility / 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 inactivity period will now be recorded in My HR Services to allow us to have a correct employment status (Inactive leave), correct HC reporting, exclusions from mandatory training, etc ...

PROCESS FOR SITE HR FOR EMPLOYEES INCLUDED IN REORGANIZATION PROJECTS

1- As Site HR, my responsibility for employees going to Mobility / Garden Leave in the scope of any restructuring program is:

- Consult [WDA's suppressed position files](#) and fill in the information concerning the employee, indicating:
 - **Holidays Start/End dates**
 - **Leave of absence:** Mobility/Garden Leave Start/End dates
 - **Last Date Worked**
 - **Termination Date and Termination Reason**

2- The Workforce Administration Team will proceed with the employee's position changes:

- **Cost Center:** to assign the corresponding [Restructuring cost center](#)
- **Department:** to move to the corresponding Restructuring Department
- **Higher level position:** to change to ZZZ Manager (22060889) (if Leave of Absence)

3- The Workforce Administration will record the **employee's termination**, according to Termination details provided by Site HR.

For more information refer to the presentation of process and roles: [Syensqo Restructuring Plans & Offboarding](#).

PROCESS FOR SITE HR FOR EMPLOYEES NOT INCLUDED IN REORGANIZATION PROJECTS

As Site HR, what is my responsibility for employees going to Mobility / Garden Leave not in the scope of restructuring programs?

1. **In case of Mobility / Garden, update the employee's position**, as of the 1st day of the month when the mobility/garden leave starts (or 1st day of the pay period for US/MX):
 - a. **Cost Center:** to assign the corresponding cost center (if to be changed)
 - b. **Department:** to move to the corresponding Department (if to be changed)
 - c. **Higher level position:** to change to ZZZ Manager

2. Ask Country Payroll Team via a [ticket](#) to record a **leave of absence**, including the following details:

- a. **Name and employee ID of the person**
- b. **Leave of absence :** Mobility/Garden Leave
- c. **Start date :** indicate the start date of the inactivity period that precedes the termination.
- d. **Expected return date :** mention the expected termination date

3. Record the **employee's termination**, minding to specify the correct 'Last worked date' VS actual 'termination date'.

PROCESS FOR PAYROLL TEAMS

Upon the Site HR's request via a ticket, you will record the 'Mobility / Garden Leave' Leave of Absence in My HR Services.

This new LOA is not mapped to PP9 : no action will be created in IT0000 nor in IT0001. In hrX, as for any LOA, you will see an event of 'Leave of absence start' as well as 'Data change' but without impact on euHReka.

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