

Employee Data Management - Leave of Absence

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INTRODUCTION

Leave of Absence (LOA) is defined as any time away from work outside of routine absences such as Time Off or sick days. Leave of absence is used for a long-term absence of an employee, being full-time or part-time absent, with an active or inactive status depending on the case.

Responsibilities

Employees **Included** in Reorganization Projects

- LOA details are submitted by Site HR in the restructuring program files
- Workforce Data Administration processes the LOA

Employees **not Included** in Reorganization Projects

- LOA request is submitted by Site HR (or employee directly depending on leave type) via Solvia ticket to Payroll
- LOA can only be registered by Payroll role in My HR Services (Time off portlet of employee's profile).

For detailed information, please refer to the [Mobility / Garden Leave in My HR Services page](#)

RATING PROCEDURE FOR PAYROLL

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)