SAMPLE/DRAFT WORKFLOW LOA with Pay, LOA without Pay, Suspensions, Separations and Return from LOA

**TRIGGER:** Create Adobe Form

**Complete form with Action and Reason in Planned Status**

**Agency Manager/Supervisor**
- Reviews for final consideration of action and serves to validate action as appointing authority in the system.
- Processes timely within escalation period?
  - Yes: Route to HR Leave Administrator.
  - No: Return form to HR Administrator
- Is form approved?
  - Yes: Return form to Agency Manager/Supervisor.
  - No: Send Notification to Previous Role Processors.
- Are changes required of Previous Processor?
  - Yes: Route to HR Master Data Approver.
  - No: Send Notification to Previous Role Processors.
- Processed timely within escalation period?
  - Yes: Send Notification to Previous Role Processors.
  - No: Send Notification to Previous Role Processors – Halt Workflow.

**HR Leave Administrator**
- Reviews for time administration requirements associated with an extended leave.
- Processed timely within escalation period?
  - Yes: Send Notification to Previous Role Processors.
  - No: Route to HR Master Data Approver.
- Are changes required of Previous Processor?
  - Yes: Route to HR Master Data Approver.
  - No: Send Notification to Previous Role Processors.
- Make Changes if needed and Send Notification to Previous Processors.
- Is form approved?
  - Yes: Send Notification to Previous Role Processors – Halt Workflow.
  - No: Send Notification to Previous Role Processors.
- Processed timely within escalation period?
  - Yes: Send Notification to Previous Role Processors – Halt Workflow.
  - No: Send Notification to Previous Role Processors – Halt Workflow.

**HR Master Data Approver**
- Processes for final approval to update system.
- Processes timely within escalation period?
  - Yes: Send Notification to Previous Role Processors – Halt Workflow.
  - No: Send Notification to Previous Role Processors.
- Make Changes if needed and Send Notification to Previous Processors.
- Is form approved?
  - Yes: Send Notification to Previous Role Processors – Halt Workflow.
  - No: Send Notification to Previous Role Processors.
- Update ECC System with completed data and activate to Active Status.
- End Process