

When an employee comes back to work after a leave of absence, the manager will enter information about their return.

RETURN AN EMPLOYEE FROM A LEAVE OF ABSENCE

From the Team Time application:

1. Click **Return Worker from Leave** under actions.
2. Enter the employees name that should be returned from leave.
3. Enter the Actual Last Day of Absence. The First Day Back at Work must be after the Actual Last Day of Absence.

← Return Worker from Leave

Brian Kaplan Actions

First Day Back at Work

Absences Returned From 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Bereavement Leave (02/20/2019)	02/20/2019	02/22/2019	<input type="text"/>

4. Click **Submit**, then **Done**.

Note: To correct a Return Worker from Leave that was previously submitted, the manager will need to contact the HR Practitioner to rescind the transaction by using the Cancel or Delete an Incomplete Business Process in Workday job aid.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.