Return an Employee from Leave

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 employee's 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.

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.