

Absence: Leave of Absence - Manager Tasks

LEAVE REQUESTS

Your employee must request their own Leave of Absence either via Matrix or via Workday. For all leave requests, there is a potential for you as the manager to receive Workday inbox tasks. These potential tasks are outlined here.

APPROVAL

For non-Matrix managed leaves, you will need to approve the leave.

1. Navigate to your inbox. Review the task. Click **Submit**.
2. This will now route for Human Resources to review and approve.

SHIFT REQUIREMENT QUESTIONNAIRE

1. If your employee is a **Hospitalist**, you'll receive a questionnaire to identify if they met their shift requirement for the month.
2. If you answer **No**, you must identify a percentage of their shift requirement that they completed.
3. **You must complete this questionnaire to ensure they are paid appropriately.**

MANAGE BUSINESS PROCESSES FOR WORKER

This is a **standard step** that triggers only if the worker has tasks in their inbox, if they have other processes happening to them, or if they have delegations set up.

There are three tabs for this step.

1. The first tab allows you to review what is awaiting action by the worker (tasks in their inbox) and gives you the ability to reassign the tasks.
2. The second tab shows any pending transactions for the worker and allows you to cancel them.
3. The third tab shows any delegations the worker may have had set up and allows you to remove them.

Once you've reviewed all the items on this step and taken any necessary actions, click **Submit** at the bottom. *You can also skip this by hitting Submit, if there's no action needed.*

Any action taken on this step routes for Human Resources to review and approve.

MANAGER INHERITANCE

If the employee going on a Leave of Absence has direct reports, Human Resources will automatically [inherit](#) their direct reports to the indirect manager so that they can take any necessary actions such as approving timecards, submitting terminations, or approving inbox tasks.

Please allow 1-2 business days for all downstream systems to reflect this change. For more information on Manager Inheritance, please review our [inheritance job aid](#).

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RETURNING FROM LEAVES

Your employee must request their own Return from Leave of Absence either via Matrix or via Workday. For all return from leave requests, there is a potential for you as the manager to receive Workday inbox tasks. These potential tasks are outlined here.

APPROVAL

1. For non-Matrix managed leaves, you will receive an approval task.
2. Navigate to your inbox. Review the task. Click **Submit**.

SHIFT REQUIREMENT QUESTIONNAIRE

1. If your employee is a **Hospitalist**, you will receive a questionnaire to identify if they met their shift requirement for the month.
2. If you answer **No**, you must identify a percentage of their shift requirement that they completed.
3. **You must complete this questionnaire to ensure they are paid appropriately.**

MANAGER INHERITANCE

If the employee that is returning from a Leave of Absence has a management level of supervisor or above, Human Resources will be notified automatically to return their direct reports to them.

Please allow 1-2 business days for all downstream systems to reflect this change. For more information on Manager Inheritance, please review our [inheritance job aid](#).