Leave/Layoff Actions
(LVLO)

The Human Resources Change System Leave/Layoff Actions (LVLO) form function is used to process leaves of absence with or without pay, and temporary layoffs for all employees. LVLO is processed using the EASY system. For permanent layoffs, the TRMN (termination) form function must be used.

If an employee is terminating while on leave, the employee does not have to be returned from leave before the TRMN (termination) form function is done.

If a change needs to be done to a processed LVLO (i.e., leave reason or date is incorrect), the area must do a PAYC (Release 1.0 form) to correct the information.

Example:

- An employee was put on leave for Personal reason (PER) and the reason should have been Medical (MED) and the date is not changing.

  < > or < >

- Employee began leave on 2/1/97 but processed LVLO states leave began 2/2/97.

- PAYC must be used to correct these examples.

To obtain additional information regarding any data field, once in the LVLO function, place the cursor on the requested data field, and press PF01.

The PF01 - Help Screen Function can be used for the correct codes for most, if not all, of the fields throughout the document.

The following screens and functions are available within this documentation:

- IBIS Log-on Screen
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- AIS Program Services Screen
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- Actions Screen
- Key Information & Table of Contents Screen
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IBIS Log-on Screen

*** This System is for AUTHORIZED use only. See ***
****** Policy AD-20 regarding obligations/liability. ******
*** Your Device ID is TCP01139 ***

User ID => jwd1  Password => 2  New Password =>
1  Application => netpass 3
To access LVLO, sign on to IBIS by:

1. Key in your UserID.

2. Type in your password.

3. Type application (Net-Pass in screen sample) selection and press Enter.

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NET-PASS Activity Table Screen

1. Select CCOM from the Net-Pass Activity Table to go into the production environment.

2. Press appropriate PF key for IBIS function (PF03 on screen sample).

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AIS Program Services Screen
1. Select **IBIS Admin Menus** at the **Com-Pass** screen.

2. Press appropriate PF key for IBIS Function screen (**PF06** on screen sample).

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**IBIS Functions Screen**
1. At Next Function, type LVLO.

2. Press Enter.

## Actions Screen
1. Enter the Social Security Number.

2. Press Enter to display the **H Admin Area** and **Position #**.

   **Note:**

   - The "Effective Date" (the date used by payroll for processing) and "Chng Eff PPd #" will be system-generated based on the dates entered on the Action screen

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**Key Information & Table of Contents Screen**
1. The Position # has been selected.

2. Press PF8 to continue.

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**Leave/Layoff Actions Available**

At Action function (S/R/B/X), enter the action desired and press enter.

- **S** = Start an employee on leave.
- **R** = Return an employee from leave.
- **B** = Change the employee's leave reason or leave status.
- **X** = Extend an employee's leave.

> **Note:**

- If a fixed-term employee's appointment has expired and the individual will remain on leave, the area needs to reappoint the employee and then do an LVLO with an action of 'S' ('X' or 'B' will not work).
## Start Functions

1. The **Start** section of the **LVLO** form **must** be completed when putting an employee on leave.

2. Enter the **Begin Date** of the leave (the first day of the leave).

3. Enter the **Expected End Date** of the leave (the last day of the leave).

4. If the Leave Reason is a layoff, complete the **Expected Recall Date** (the day the employee is expected to return to work).

5. Enter the **Emp Lv Status**.

6. Enter the **Reason** for the leave.

7. If the Leave Reason is a layoff, complete the **Layoff Type** field.
8. If the Leave Status is LWP (leave with pay), complete the Leave Pay Percentage field.

9. Answer Y or N to the Option to Continue Benefits question. If Y is entered, the appropriate Option to Continue Benefits screen will be system-generated into the form. A paper Option to Continue Benefits form does not need to be completed.

   > Note:

   - If the area needs a file copy of the Option to Continue Benefits form, a screen print can be done. A paper Option to Continue Benefits form should only be done and sent to OHR when there is a change to the electronic form.

10. Answer Y or N to the Paycheck Adj Needed question. If yes, press PF8 to display the Paycheck Adjustment screen.

    The employee's paycheck will be adjusted for the pay period that corresponds to the begin date of the leave.

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Return Action Screen

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<table>
<thead>
<tr>
<th>Action (S/R/B/X):</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date: 01/15/1997</td>
<td>Return Date: 01/31/1997</td>
</tr>
<tr>
<td>Expected End Date: 02/28/1997</td>
<td>End Date: R</td>
</tr>
<tr>
<td>Expected Recall Date: ___ / ___ / ____</td>
<td>Sabb Stat: POS</td>
</tr>
<tr>
<td>Emp Lv Status: LNP</td>
<td>Sabb Yr Exp: ___ / ___ / ____</td>
</tr>
<tr>
<td>Reason: MED</td>
<td>Grad Yr Exp: ___ / ___ / ____</td>
</tr>
<tr>
<td>Layoff Type: NA</td>
<td>Leave Pay Percentage:</td>
</tr>
<tr>
<td>Leave Pay Percentage: ___</td>
<td>Paycheck Adj Needed (Y/N)? N</td>
</tr>
<tr>
<td>Paycheck Adj Needed (Y/N)? N</td>
<td>Step Sched Chng (Y/N)? N</td>
</tr>
<tr>
<td>Salary Adj Needed (Y/N)? N</td>
<td>Meal/Ldg Ded Chng (Y/N)? N</td>
</tr>
<tr>
<td>New Expected End Date: ___ / ___ / ____</td>
<td></td>
</tr>
</tbody>
</table>
Return Action Functions

1. The Return section of the LVLO form **must** be completed when returning an employee from leave.

2. Enter the **Return Date** (the day the employee returns to work).

3. Enter the **# Days Used** (the number of working days the employee was on leave).

> **Notes:**

   - If the employee was on sabbatical, **Sabb Yr Exp** (sabbatical year expiration) **must** be completed. This date should be one year after the return date. Also, enter the **Sab Stat** (sabbatical status).

   - If the employee was on graduate study leave, **Grad Yr Exp** (graduate year expiration) **must** be completed. This date should be two years after the return date.

4. If the employee's paycheck needs to be adjusted, enter a **Y** at **Paycheck Adj Needed**.

   Press **PF8** to go to the **Paycheck Adjustment** screen. The employee's paycheck will be adjusted for the pay period corresponding to the return date.

5. If the employee is to receive a step increase or if the employee's step due dates are changing, enter a **Y** at **Step Sched Chng**.

   Press **PF8** to go to the **Step Progression Schedule** screen.

> **Notes:**

   - If a **TECH** was on leave, the step due dates will need to be adjusted.

   - Enter a **Y** at **Step Schedule Chng?** on the **Return Side** portion of the screen.

   - Press **PF8** to display the **Step Schedule** screen.

   - Enter the current step at **Next Step Line #**.
Enter the adjusted due dates for any future steps.

6. If the employee's salary needs to be adjusted, enter a **Y** at **Salary Adj Needed**. Press **PF8** to go to the **Salary Adjustment** screen.

7. The employee's meal/lodging deduction line is no longer available and will always be marked 'N' (no). The **Meal/Lodging Deduction** screen is also no longer available to users.

8. The **New Pay** screen will appear and can be changed, if necessary.

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**Change Leave Reason or Status Screen**

![Change Leave Reason or Status Screen](image)

**Change Leave Reason or Status**

1. When an employee's leave reason or status needs to be changed, enter a **B** at **Action**.

2. Both the **Start** and the **Return** side of the form must be completed at this time. (The
employee will be returned from the old leave and put on a new leave with the new leave reason and/or status.)

3. On the Return side of the form, enter the return date of the old leave. This date should be the day before the begin date of the new leave, as in the example. Complete the rest of the return section as needed. (Follow the guidelines on the previous page for Return.)

4. On the Start side of the form, enter the Begin Date and Expected End Date of the new leave. Change the leave reason and/or the leave status to reflect the new leave. Complete the rest of the Start section as needed. (Follow the guidelines on the previous page for Start leave.)

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**Extension Action Screen**

![Extension Action Screen](image)

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**Extension Function**

1. To Extend a Leave, place an X at Action.
2. The Leave Status and Reason cannot change when doing an extension.

3. Enter the **New Expected End Date** of the leave in the **Extension** section of the LVLO form.

4. No optional screens will be available.

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**Notepad Screen**

![Notepad Screen Image](image)

**Notepad Area Function**

The Notepad area is where you can enter information that other approvers (including OHR & Payroll) will need to know in order to expedite processing the form.

Last Revised: 07/22/2003