CH22 - Unpaid leave

Where an individual is to be absent (for reasons other than Family leave, sickness, sabbatical, special leave) their appointment and pay (including allowances if relevant) should be amended at the start and end of the leave period. This includes the following:

- Unpaid Parental leave (see Personnel Services website for guidance.)
- Career Break (see Personnel Services website for guidance.)
- Carers’ leave (see Personnel Services website for guidance.)
- Any other unpaid leave of more than one week. (Note: Unpaid leave of less than one week can be communicated to payroll off system and this will be dealt with as pay deduction.)

Note: If the employee has more than one fixed hours/standard appointment, this process will need to be repeated for each of them.

Any such changes will need to be approved within the CoreHR system. Approvers should refer to QRG: FD5_Approve (or Reject) Salary/ Allowances for guidance on approving.

See QRG: CH23_Special Leave for managing unpaid leave for academics.

This guide covers the following process steps:

Amend appointment .................................................................................................................. 1
Amend pay .................................................................................................................................. 2
  When returned to work ............................................................................................................. 3
End allowances (if relevant) ....................................................................................................... 4

Navigate to: Personnel > Maintenance > Personal Profile

Amend appointment

1. Search for and open the employee record and go to Select Detail box > Appointment Details. The Appointment Details window opens.

2. If relevant, click into the Appointment ID to ensure the correct appointment is highlighted.

Note: For Fixed Term appointments, click View Appointment and make a note of the current Target End Date.
3. Click the **Amend Appointment** button. The *Amend Appointment Details* window opens:

![Image of Amend Appointment Details window]

4. Enter the appointment change details:

   **Note:** Do not change Hours or FTE.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Enter the date that the change to the rate of pay will take place.</td>
</tr>
<tr>
<td>Target End Date</td>
<td>For fixed term posts, reapply the current target end date (noted previously), to confirm it still correct.</td>
</tr>
<tr>
<td>Action</td>
<td>Enter the relevant action e.g. Unpaid Leave</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Enter the relevant reason code e.g. Unpaid Leave (Approved) or Unpaid Leave Return as appropriate.</td>
</tr>
<tr>
<td>Comments</td>
<td>Enter any relevant comments.</td>
</tr>
</tbody>
</table>

**Note:** It may be necessary to amend the appointment to show the Unpaid Leave Return straight after amending the appointment to show the Unpaid Leave (approved). You should only do this if the employee is due to return after the current month’s payroll deadline but before the end of the payroll month.

5. Click **OK**. The *Amend Appointment Details* window closes.
Amend pay

1. Click the **Appointment Details** button. The *Post Appointment Maintenance window* opens.

2. Go to **Selection > Amend Pay Rate**.

3. Update the employee’s pay record:

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date *</td>
<td>Start of pay change.</td>
</tr>
<tr>
<td>Multiplier *</td>
<td>Change to 0.</td>
</tr>
<tr>
<td>Actual Pay *</td>
<td>Changes to 0.</td>
</tr>
<tr>
<td>Reason *</td>
<td>Select reason e.g. <strong>Unpaid Leave (Approved)</strong>.</td>
</tr>
<tr>
<td>Comments *</td>
<td>Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.</td>
</tr>
</tbody>
</table>

   **When returned to work**

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date *</td>
<td>Start of pay change.</td>
</tr>
<tr>
<td>Multiplier *</td>
<td>Change to previous e.g. 1 for a full time post.</td>
</tr>
<tr>
<td>Actual Pay *</td>
<td>Will change back to original full pay.</td>
</tr>
<tr>
<td>Reason *</td>
<td>Select reason e.g. <strong>Unpaid Leave Return</strong></td>
</tr>
<tr>
<td>Comments *</td>
<td>Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.</td>
</tr>
</tbody>
</table>
Note: It may be appropriate to process the unpaid leave return straight after you have entered the unpaid leave start if the employee is due to return after the current month’s payroll deadline but before the end of the payroll month. Care should be taken however as the employee may be overpaid if for some reason they do not return when expected.

4. Click [OK]. The Add Salary Amendment window closes.

5. Click [OK]. The system will ask if you are sure you want to add this salary amendment. Click [Yes].

6. The Maintain HR Salary Amendments window opens.

7. If you have Salary Approval access and it is appropriate to do so you can approve the salary and/or allowance change straight away.

End allowances (if relevant)

1. Go to Select Detail box > Appointment Details. The Appointment Details window opens.

2. If relevant, click into the Post Number to ensure the correct appointment is highlighted. Click the [Appointment Details] button. The Post Appointment Maintenance window opens.

3. Go to Selection > View Position History. The Maintain HR Salary Amendments window opens:

4. Switch to the Allowance Details tab to show the detail of the allowances:

5. If relevant, ensure the correct allowance is highlighted and click on the [Salary Details] button. The View/Amend Allowance window opens.
6. Click on the **Amend Allowance** button.

7. Click **Yes** in response to the question ‘Are you sure you want to amend this allowance?’

![Image of Allowance Details window]

8. Enter the **End Date** as required.

9. Click **Save** and **Yes** in response to the question ‘Are you sure you want to update this allowance?’ Click **Yes**. The **Maintain HR Salary Amendments** window opens.

10. If you have Salary Approval access and it is appropriate to do so you can approve the salary and/or allowance change straight away.

11. Exit all windows back to the Personnel main screen.

**NEXT STEPS**: Unless above you were able to approve the salary change, it will now appear in your approver’s list for approval. Approvers should refer to **QRG: FDS_Approve (or Reject) Salary/ Allowances** for guidance on approving.

**Useful Reports**
To help track absence don’t forget to regularly run:
**PERDEP45_Employee Absence**