

REQUIRED FIELDS

The following fields on the Leave of Absence (09) screen require input by the user at all times:

* Leave with Pay
* Request Reason Code
* End Date

Additional fields may become required based on the Request Reason Code selected.

COMPLETING A LEAVE OF ABSENCE TRANSACTION

- A) **LEAVE WITH PAY** – This field is required for all Leave of Absence transactions. From the drop-down menu, select (Y)es or (N)o to indicate whether or not the leave is with pay.

▶ **NOTE:** Keep in mind that Leaves of Absence with different pay statuses (“Yes” vs. “No”) are not considered Extensions, and cannot be entered sequentially into CAMPS. If the pay status changes, a Return from Leave (10) transaction must be entered between the two leaves.

- B) **REQUEST REASON CODE** – This is a required field. From the drop-down menu, select the reason for the leave of absence. Valid entries are:

Leaves WITHOUT Pay

001	=	Attend State or National Convention Without Pay
002	=	Military Leave Non-Pay Status
003	=	Jury Duty Non-Pay Status
004	=	Educational Leave Non-Pay Status
005	=	Personal Reasons
006	=	Illness (Personal)
007	=	Pregnancy Disability Non-Pay Status
008	=	Child Care
010	=	Appointment by Governor to Another Position
011	=	Worker’s Compensation With Pension
012	=	Worker’s Compensation Without Pension
013	=	To Accept Unclassified Appointment
014	=	To Accept Elected Office
015	=	Union Business
027	=	Leave in Lieu of Layoff
063	=	On 013 Leave and Temporarily on Other Leave
065	=	On 010 Leave and Temporarily on Other Leave
066	=	Merit Board/Court Decision Without Pay

068	=	State Family Leave Without Pay
069	=	Federal Family Leave Without Pay
070	=	State and Federal Family Leave Without Pay

Leaves **WITH** Pay

017	=	Jury Duty or Serving as a Witness
018	=	Military Leave With Pay
019	=	Educational Leave With Pay
020	=	Emergency Civilian Duty
021	=	Pregnancy Disability with Pay
023	=	Vacation Leave with Pay
024	=	Intergovernmental Transfer (NJAC 4A:4-7.1A)
025	=	Sick (Personal) with Pay
028	=	Attend State or National Convention With Pay
045	=	Workers Compensation with Pay
051	=	Military Leave with Pay – Partial
067	=	Merit Board/Court Decision With Pay
071	=	State Family Leave with Pay
072	=	Federal Family Leave with Pay
073	=	State and Federal Family Leave with Pay
075	=	Training with Pay

C) START DATE – This field will display the effective date of the transaction.

▶ **NOTE:** *If the Extended Leave checkbox is checked, the system will automatically populate the Start Date field with the start date of the original leave.*

D) END DATE – This is a required field. From the calendar window, select the end date of the leave of absence.

▶ **NOTE:** *If the Extended Leave checkbox is checked, the End Date must be greater than the end date of the previous leave.*

E) HALF-DAY – This field is optional. If applicable, indicate whether the first and/or last days of the employee’s leave consist of half-days.

- F) EFFECTIVE DATE – This is a display-only field that indicates the effective date of the transaction.
- For *regular* leaves (the Extended Leave box IS NOT checked), the Effective Date will equal the Start Date.
 - For *leave extensions* (the Extended Leave box IS checked), the Effective Date must be greater than the Start Date. It must also be less than, equal to, or up to one day greater than, the end date of the prior leave.
- G) RECALCULATE WORKING TEST PERIOD – This field is system-generated. If the Leave Start Date is less than the current Working Test End Date, the Recalculated Working Test Period field will be set to “Yes.”
- H) EXTENDED LEAVE – This is an optional field. If an employee is currently on leave, and a subsequent leave with the same pay status is being entered, the Extended Leave checkbox must be checked on the subsequent leave to show that the previous leave is being extended. If this box is not checked, an error message will be generated.

If this subsequent leave is not meant as an Extension, a Return from Leave (10) transaction must be entered before the system will permit entry of the second leave.

When the Extended Leave box is checked, the following conditions apply:

- The Start Date will equal the start date of the original leave
 - The End Date must be greater than the previous end date
 - The Effective Date must be greater than the Start Date; and less than, equal to, or up to one day greater than, the end date of the prior leave
- I) COMMENTS – This is an optional field. If necessary, enter any comments that may clarify or support the request.
- J) PRIOR COMMENTS – This is a display-only field. All text previously entered in the **Comments** field will be automatically moved to the **Prior Comments** field after the transaction record is submitted. The system will capture and display the Logon ID of the user and the date and time that the comment was submitted.

After completing all the necessary fields, select one of the following:

- **SUBMIT** will edit the data entered. The system will perform the necessary edits for the Reason Code specified. If any errors exist, the appropriate error message will display at the top of the screen. The user must correct the identified error(s) and click SUBMIT again.

Because the majority of Leaves of Absence are auto-approved, the action will be moved to the inventory with a status of “Approved.”

The only exception to this rule is a Leave of Absence with a Request Reason Code of **027** (Leave in Lieu of Layoff). These transactions will require manual approval by the DOP.

- **SAVE** will not perform any edits on the data entered. The transaction will be moved to inventory with a status of “Incomplete.” It may then be accessed from the inventory and finalized at a later time.
- **DELETE** is an appointing authority function that, for the majority of Leaves, is only available if the record has been “Saved;” i.e. its inventory status must be “Incomplete.” The appointing authority may access the record from the inventory and delete the entire transaction. (For a Leave of Absence in Lieu of Layoff, the transaction may also be deleted in “New” status.)
- **CANCEL** will cancel the current transaction and return the user to their Home Page. All information previously entered will be discarded.

DOP REVIEW FIELDS

The following fields are reserved for Department of Personnel use only.

- **DOCUMENT RECEIVED (DPF31’s)** – This field is used only for Discipline transactions. It is not required for Leaves of Absence.
- **CERTIFIED SIGNATURE RECEIVED** – A check in this field indicates that the Department of Personnel received the appropriate signed documentation from the appointing authority.