Extended Leaves for Staff

| Return to Work |

Navigation: https://ucrsupport.service-now.com/ucr_portal/

ServiceLink Form (Return to Work)

Leave Information

To return an employee who has been placed on an Extended Leave (Medical or Non-Medical), select “Return to Work” from the dropdown options.

If the incumbent has more than one job and was placed on extended leave for ALL jobs, select “All Jobs” from the dropdown. All job records will populate under the Employee Information section. If the incumbent was placed on extended leave for only one of the jobs (or is returning to work to only one of the jobs), the initiator can select the specific job in the Employee Information section.
Leave Information (continued)

Employee Information

Request Information
Leave Tasks

Attachment

ServiceLink Initiator
ServiceLink Initiator (continued)

ServiceLink Fulfiller

Additional Data Required for UCPath Transaction – Return from Leave

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Return Date</td>
<td>Locations (UCR) are responsible for entering this date only in the case where the employee has returned to work. For return to leave requests, location will submit the Actual Return Date once the employee has returned to work.</td>
</tr>
</tbody>
</table>