

LOA With/Without Pay ISR		
Field Name	Description	Completed By
Approver 1	Not required for this ISR- If desired, enter the Personnel number of the first approver in your department	Department
Approver 2	Not required	Department
Begin Date	Employee's effective date for LOA	Department
LOA Type	Select one of the 2 action types: JHEN LOA with Pay JHEN LOA without Pay	Department
LOA Reason	Choose appropriate reason from the drop down list: 01 = Military 02 = Health 03 = Personal 04 = Education 05 = Sabbatical 06 = STD 07 = LTD 08 = Worker's Comp	Department
Expected Return Date	Employee's estimated return date/expiration date from LOA	Department
FML Indicator	This box would be checked if the employee is under Family Medical Leave- Please note this function is not to be used until further notice	Department
Comments	Note any additional comments	Department