

Return from LOA /Temp Inactive 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 return date ffrom leave	Department
Action Type	Select one of the 2 action types: JHEN Return from LOA JHEN Return from Temp Inactive	Department
Action Reason	Choose appropriate reason from the drop down list: J5 01 = LOA with Pay- Military J5 02 = LOA with Pay- Health J5 03 = LOA with Pay- Personal J5 04 = LOA with Pay- Education J5 05 = LOA with Pay- Sabbatical J5 06 = LOA with Pay- STD J5 07 = LOA with Pay- LTD J5 08 = LOA with Pay- Worker's Comp	Department
	J6 01 = LOA without Pay- Military J6 02 = LOA without Pay- Health J6 03 = LOA without Pay- Personal J6 04 = LOA without Pay- Education J6 05 = LOA without Pay- Sabbatical J6 06 = LOA without Pay- STD J6 07 = LOA without Pay- LTD J6 08 = LOA without Pay- Worker's Comp J6 09 = LOA without Pay- MTD J6 10 = LOA without Pay- Union J6 11 = LOA without Pay- Position Schedule J6 12 = LOA without Pay- Suspension	
Adjusted Review Date	Enter the new annual Review Date, if the employee under LOA at the time of the scheduled review	Department
Position	Edit the employee's position number if any changes occurred	Department
Semi Amount/Hourly Rate	Edit the employee's hourly rate if any changes occurred	Department
Work Hours	Edit the employee's work hours if any changes occurred	Department
Comments	Note any additional comments	Department