

Close a Leave Case

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When an employee returns from leave early, the case needs to be closed, and an end date must be entered.

Navigation: Home Page > Employee Search

Navigation: Main Menu > Time > Leave of Absence

Navigation: Home Page > Manage Leave of Absence Tile > Go To Leave of Absence

1. From the **Leave of Absence** view, select the **Open Category**.
2. Select the check box next to the employee.
3. Select **Editor**.
4. Select **Case Notes**.
5. Select **Add**.
6. In the **Notes** field, enter any details regarding the early return.
7. Select **Add**.
8. Select **Case Details**.
9. Select **Edit**.
10. In the **Edit Case Details** panel, enter the date the employee returned to work in the **End Date** cell.
11. In the **Case Status** drop-down list, select **Closed**.
12. To confirm the status is closed, select the **Calendar** icon in the **Leave of Absence Case Editor**.
13. Select **Landing Page**.
14. From the **Leave of Absence** view, select the **Closed Category**.
15. Confirm the leave case displays.

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