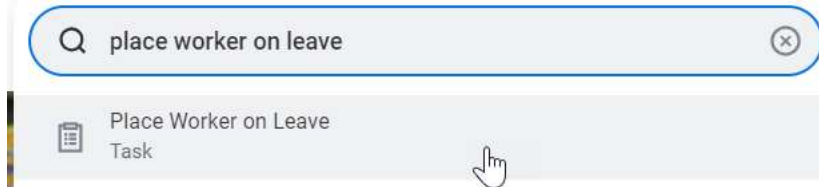


HCM: Student Status Leave

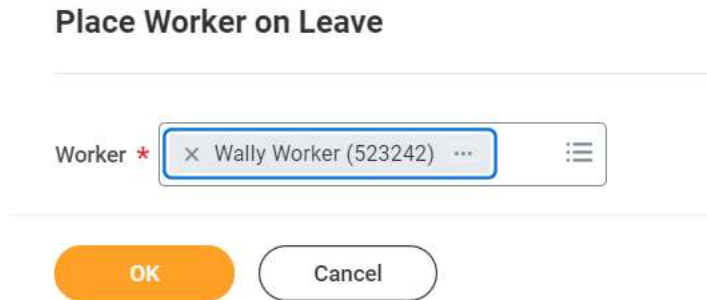
Use this job aid to change the status of a student to either place them on student status leave or to return them from student status leave. Only part time team members with scheduled hours of 20 or less are eligible and team members being placed on student status leave are expected to return to work within 9 months.

Place Worker on Leave: Student returning to school (expected to return within 9 months)

1. Navigate to the search bar > type **Place Worker on Leave**.
2. Select **Place Worker on Leave** from the tasks.

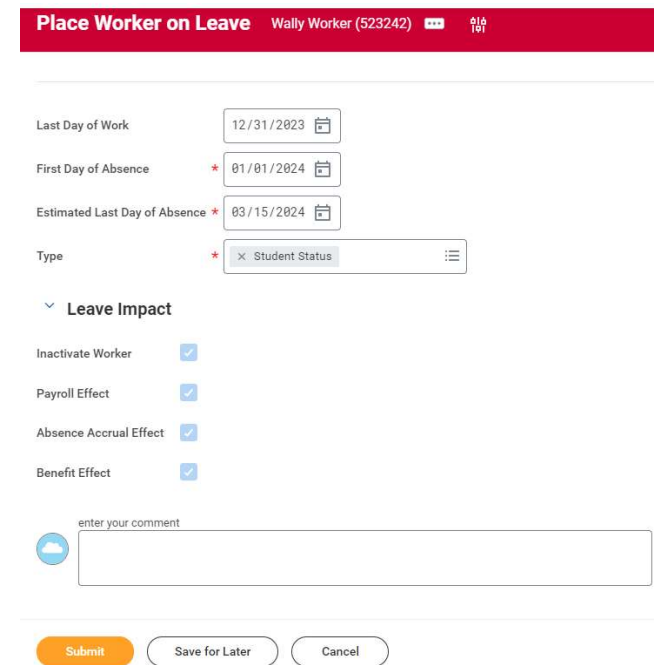


3. In the **Worker** field, type the Name or Employee ID number of the team member going back to school. Click **OK**.

A screenshot of the "Place Worker on Leave" form. The "Worker" field is populated with "Wally Worker (523242)". Below the form, there are two buttons: "OK" and "Cancel".

NOTE: A red asterisk * indicates the field must be completed.

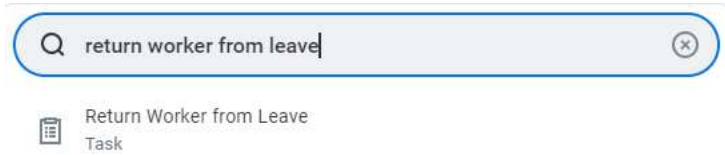
4. In the **Last Day of Work** field, enter the date of their last day worked.
5. In the **First Day of Absence**, enter the day after their last day worked.
6. In the **Estimated Last Day of Absence**, enter their expected return to BJ's date. (This is an estimate of when they will return. A Return Worker from Leave task is required to return them from absence.)
7. In the **Type** field, select Student Status. (NOTE: The type of student status is only available for part time team members. If someone is full time, they must be switched to part time with 20 scheduled hours or less before they can be placed on student status leave using the Start Job Change task.)
8. Several checkboxes will automatically display checked within the **Leave Impact** section. These fields cannot be changed.
9. Click **Submit** to complete the transaction.

A screenshot of the "Place Worker on Leave" form. The "Last Day of Work" field is set to 12/31/2023. The "First Day of Absence" field is set to 01/01/2024. The "Estimated Last Day of Absence" field is set to 03/15/2024. The "Type" field is set to "Student Status". The "Leave Impact" section has four checkboxes checked: "Inactivate Worker", "Payroll Effect", "Absence Accrual Effect", and "Benefit Effect". There is a comment field with the placeholder text "enter your comment" and three buttons: "Submit", "Save for Later", and "Cancel".

HCM: Student Status Leave

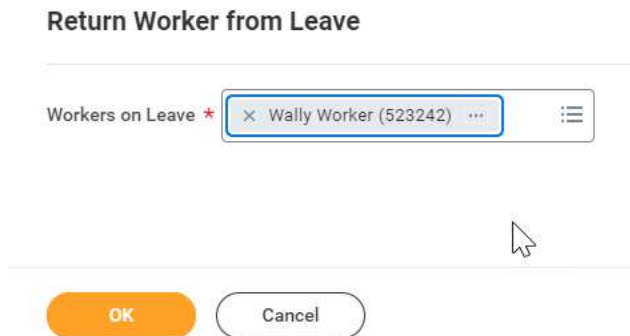
Return Worker from Leave - Student returning to BJ's

1. Navigate to the search bar > type **Return Worker from Leave**.
2. Select **Return Worker from Leave** from the tasks.



A search bar containing the text "return worker from leave". Below the search bar is a task card with a calendar icon and the text "Return Worker from Leave" and "Task".

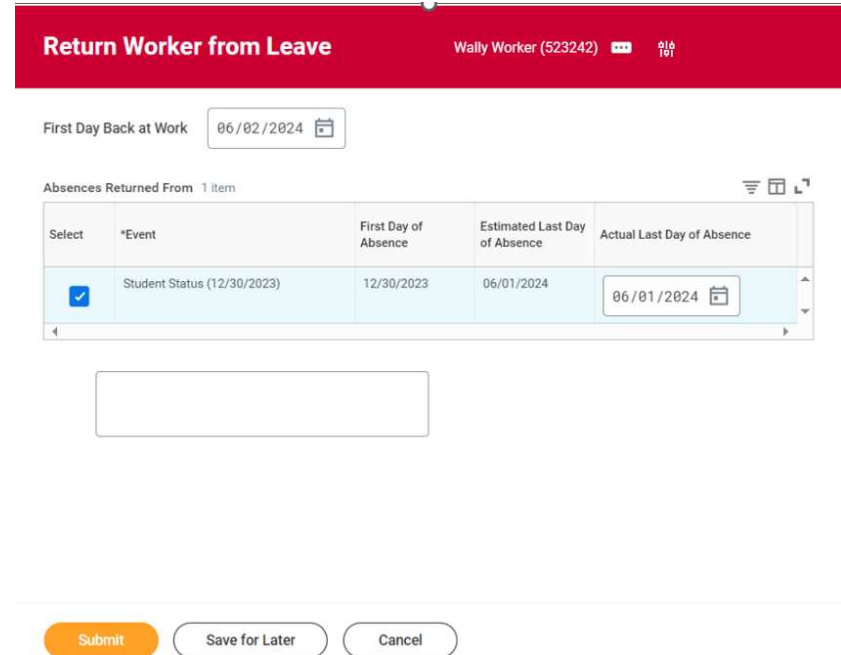
3. In the **Worker** field, type the name or Employee number of your team member returning to work. Click **OK**.



A dialog box titled "Return Worker from Leave". It has a "Workers on Leave" field with a red asterisk and a dropdown menu showing "Wally Worker (523242)". Below the field are "OK" and "Cancel" buttons.

NOTE: A red asterisk * indicates the field must be completed.

4. In the **First Day Back at Work** field, enter the date they will return to work.
5. In the **Actual Last Day of Absence**, enter the day prior to them returning to work.
6. Click **Submit** to complete the transaction.



A form titled "Return Worker from Leave" for "Wally Worker (523242)". It includes a "First Day Back at Work" field set to "06/02/2024". Below is a table for "Absences Returned From" with one item:

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Student Status (12/30/2023)	12/30/2023	06/01/2024	06/01/2024

At the bottom are "Submit", "Save for Later", and "Cancel" buttons.