QRG

Quick Reference Guide (1-29 Steps)

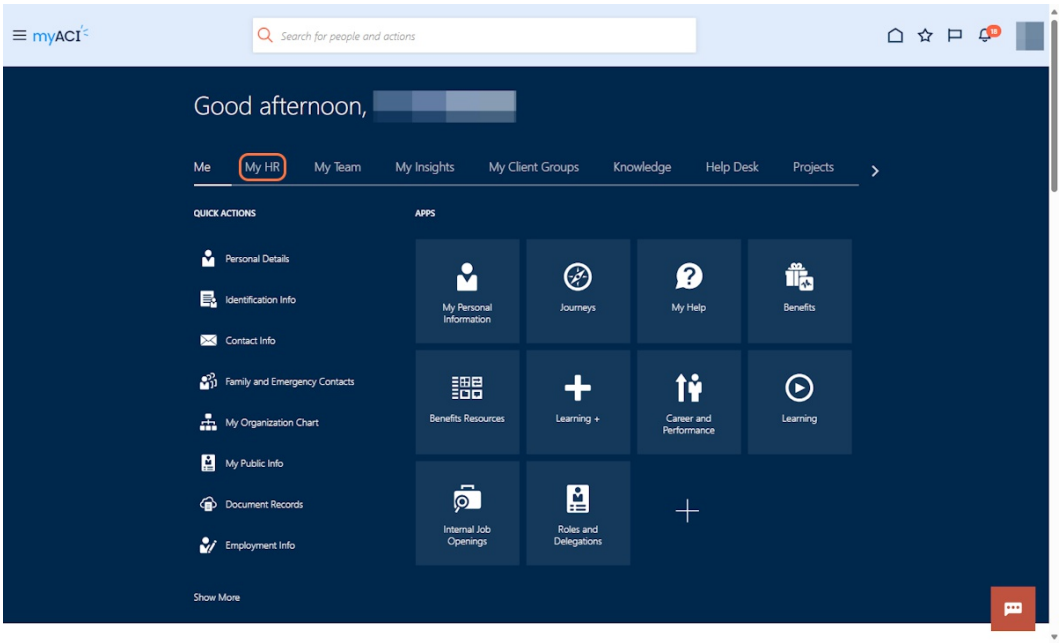
How to Process Return from Leave of Absence

This QRG is for managers, HR representatives and associates on how to submit a Return from Leave of absence (LOA) request.

Last updated: December 22, 2025

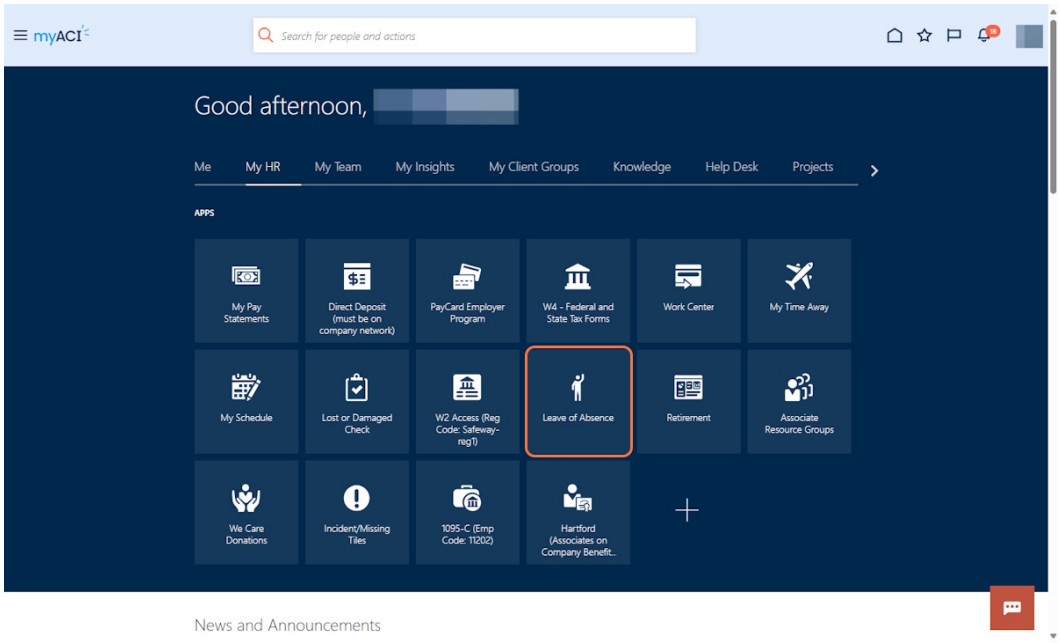
STEP 1

Sign in to myACI then click on My HR.



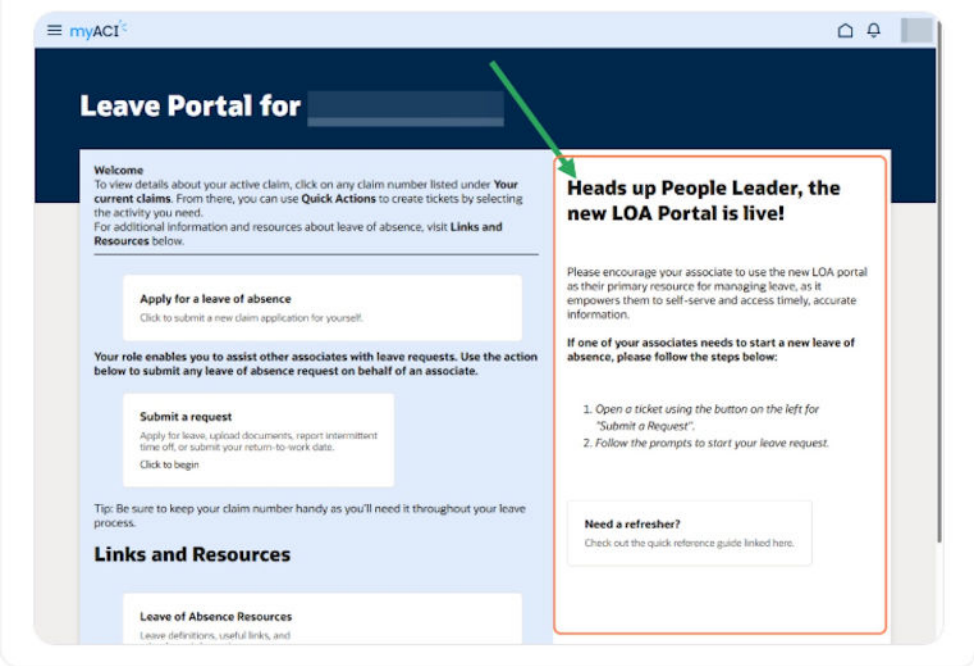
STEP 2

Click on Leave of Absence



STEP 3

If you are an HR/People Leader, this section of the screen will appear for you. Associates will not see the "Heads up People Leader, the new LOA portal is live!" section on their view.

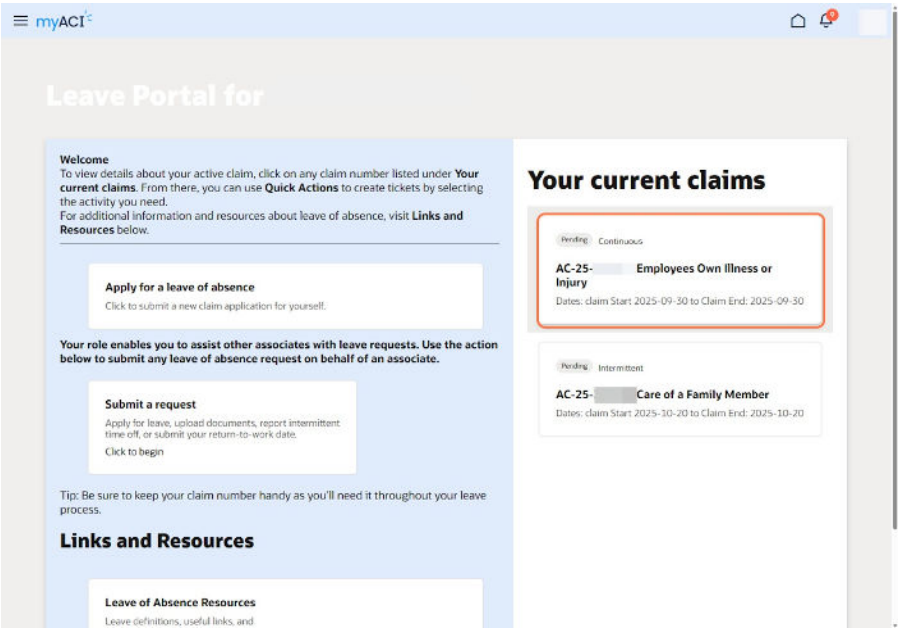


If you are an HR/People Leader submitting a Return from LOA on behalf of an associate, skip to step 14.

If you are an associate submitting a Return from leave for yourself, proceed to step 4.

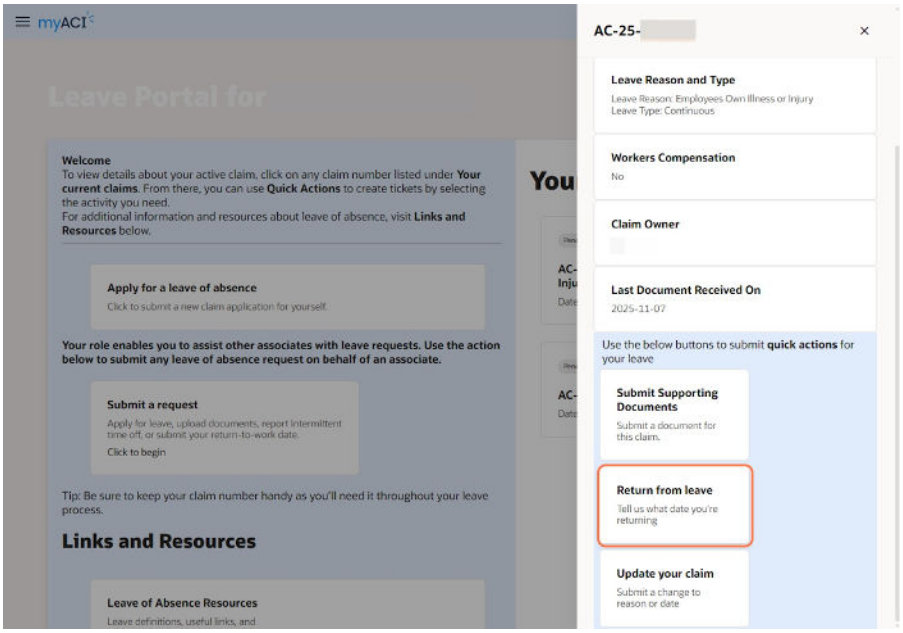
STEP 4

Click on the claim number that you are returning from leave.



STEP 5

Click on "Return from leave" in the quick action section.



For Employee Own Illness/Injury leaves, proceed to step 6.

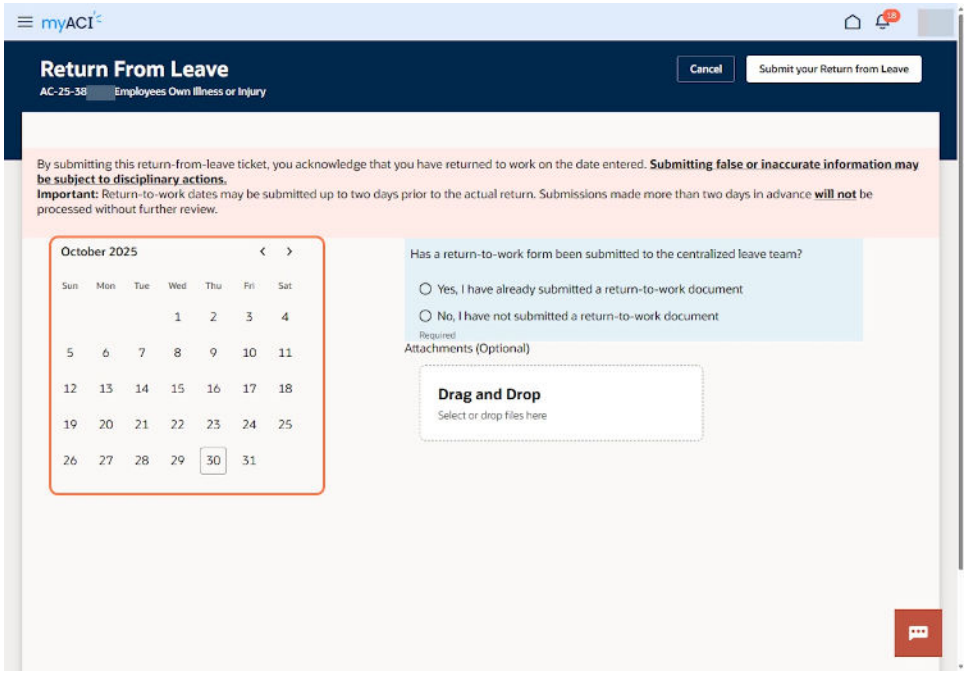
All other leave reasons, proceed to step 11.

Employee Own Illness/Injury Steps 6 - 10.

STEP 6

Select the date you returned to work.

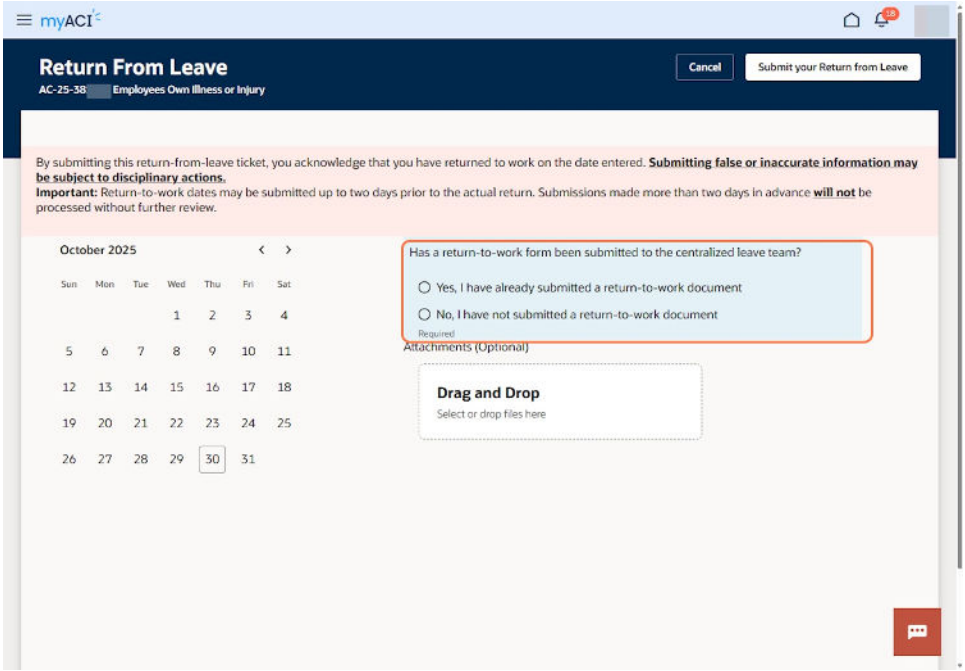
NOTE: By submitting this return-from-leave ticket, you acknowledge that you have returned to work on the date entered. **Submitting false or inaccurate information may be subject to disciplinary actions.**



STEP 7

For Employee Own Illness/Injury leaves, a return-to-work form or note MUST be submitted to the Centralized Leave Team (CLT) prior to returning to work.

Select **YES** if a release has already been sent to the CLT **or** if one is being submitted on this form.
Select **NO** if no release has been sent to the CLT and one is NOT being submitted on this form.

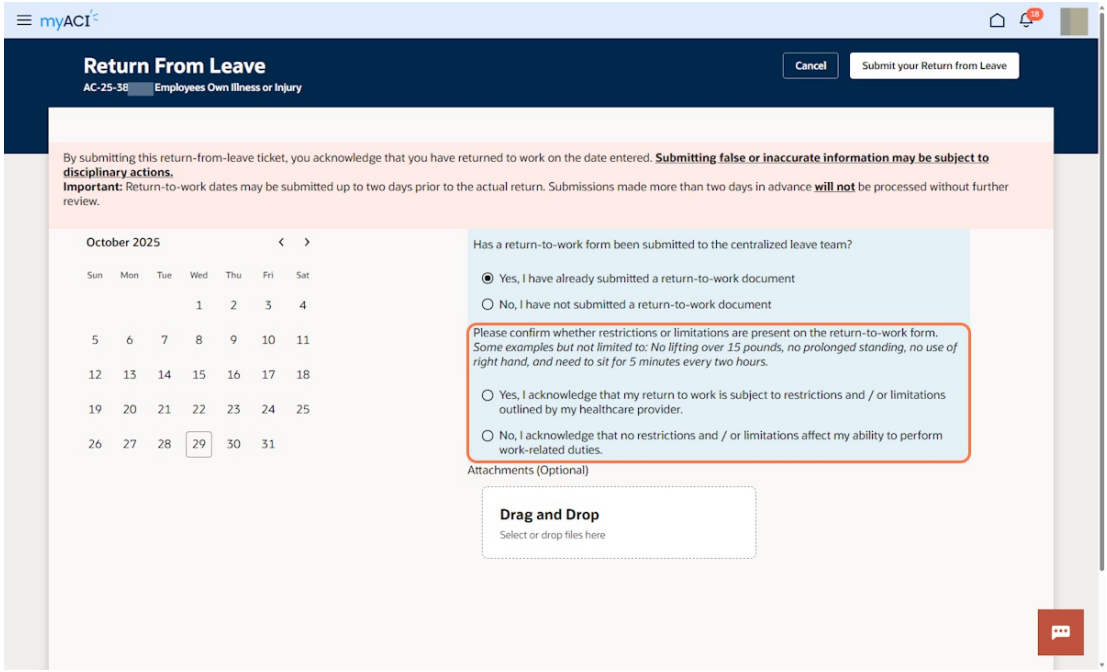


STEP 8

If YES was selected in step 7, confirm whether restrictions or limitations are present on the return-to-work form.

Some examples but not limited to: No lifting over 15 pounds, no prolonged standing, no use of right hand, and need to sit for 5 minutes every two hours.

Select **YES**, I acknowledge that my return to work is subject to restrictions and / or limitations outlined by my healthcare provider.
Select **NO**, I acknowledge that no restrictions and / or limitations affect my ability to perform work-related duties.

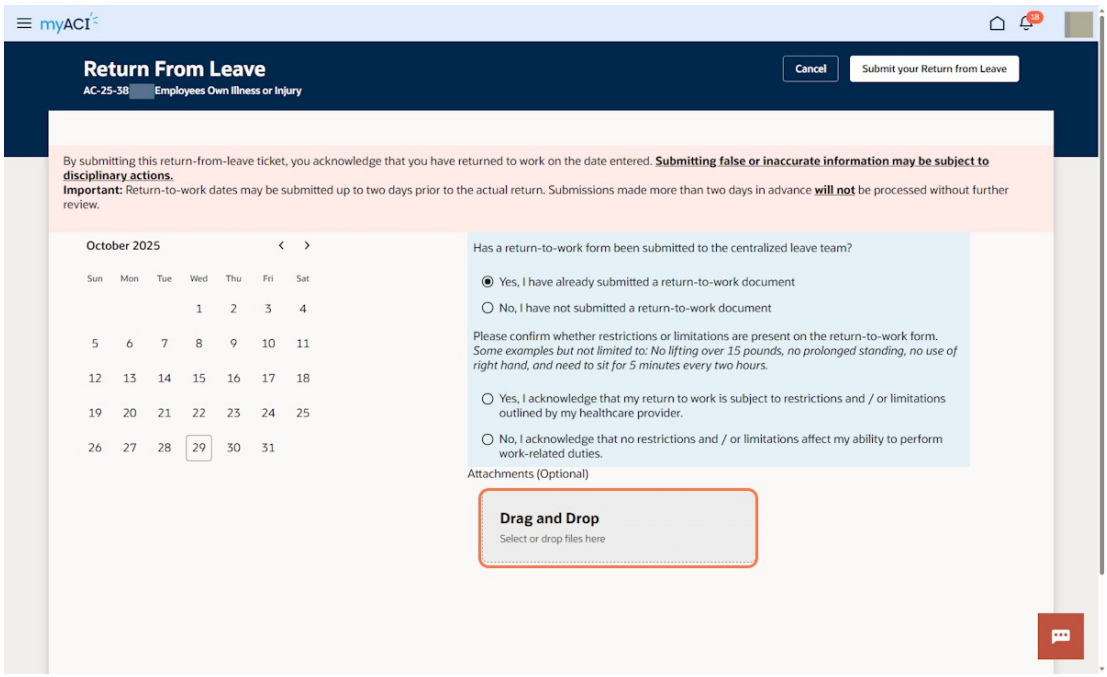


STEP 9

Drag and Drop any documents in this section. If you selected YES in step 7 and have any documents, attach them here.

NOTE: Documents must be in PDF or JPEG format no larger than 8MB.

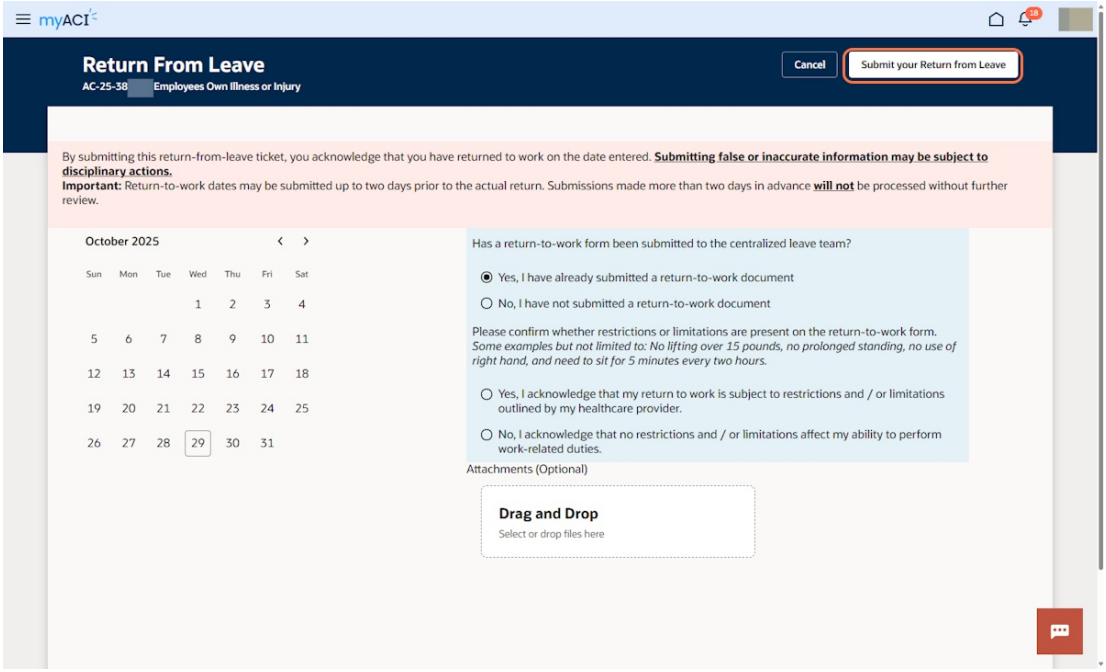
IMPORTANT: Wait for the document to fully upload before moving to the next step.



STEP 10

Click on "Submit your Return from Leave" in the upper right corner of the screen to save and submit the return from leave request.

If you do not click on the Submit your Return from Leave button, the return from leave will not be submitted to the claim.

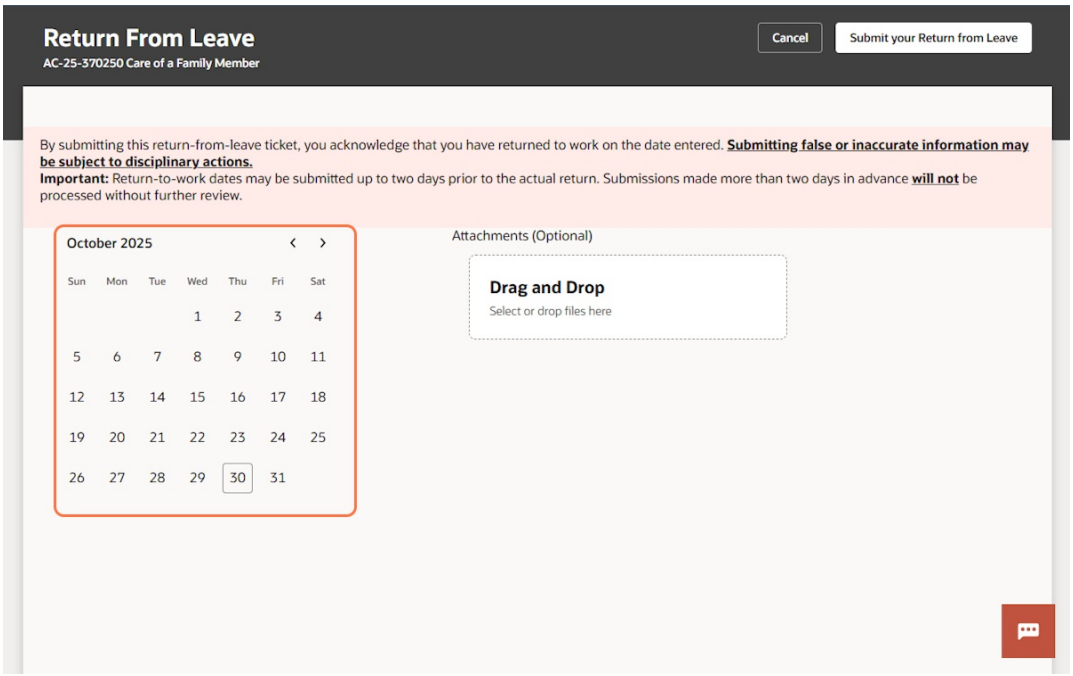


All other leave reason steps 11 - 13.

STEP 11

Select the date you returned to work.

NOTE: By submitting this return-from-leave ticket, you acknowledge that you have returned to work on the date entered. **Submitting false or inaccurate information may be subject to disciplinary actions.**

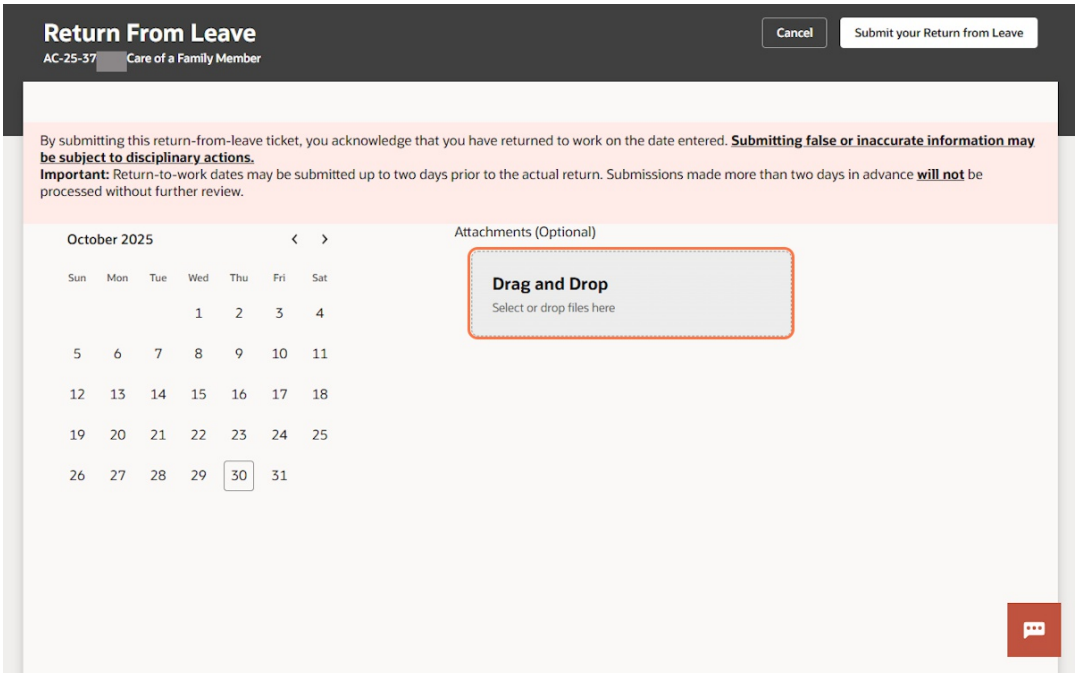


STEP 12

Drag and Drop any documents in this section.

NOTE: Documents must be in PDF or JPEG format no larger than 8MB.

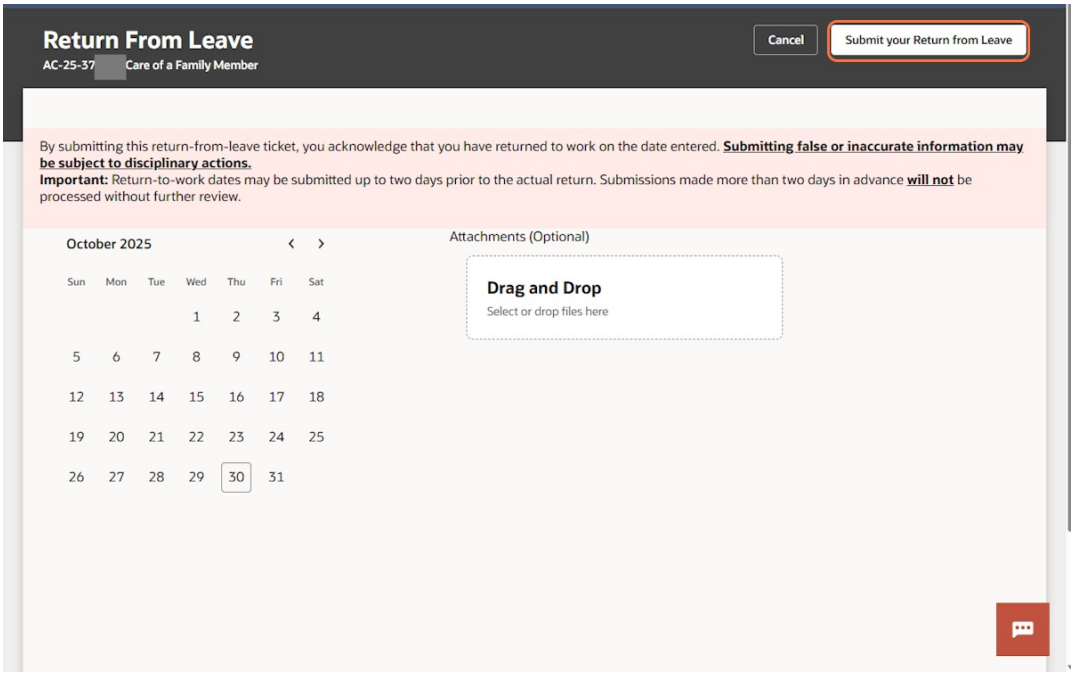
IMPORTANT: Wait for the document to fully upload before moving to the next step.



STEP 13

Click on "Submit your Return from Leave" in the upper right corner of the screen to save and submit the return from leave request.

If you do not click on the Submit your Return from Leave button, the return from leave will not be submitted to the claim.

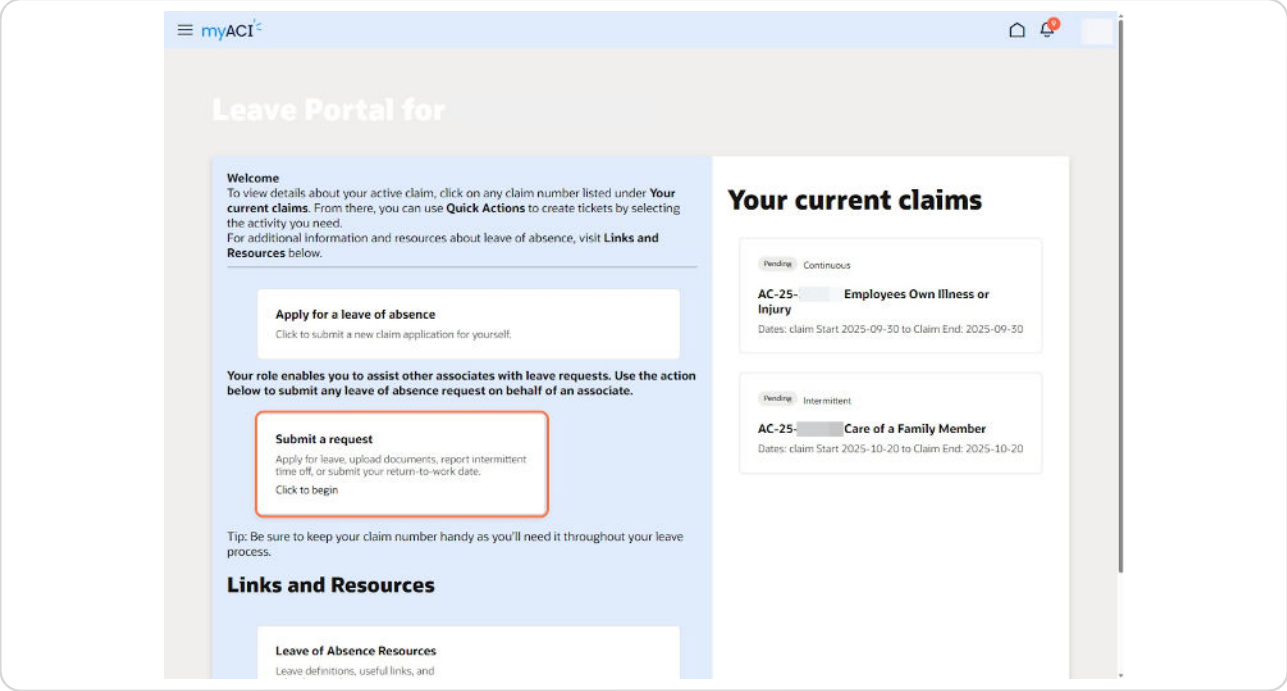


HR/People Leader submitting a Return from LOA on behalf of an associate, start here.

STEP 14

Click on "Submit a request" to navigate to submit Return from LOA request.

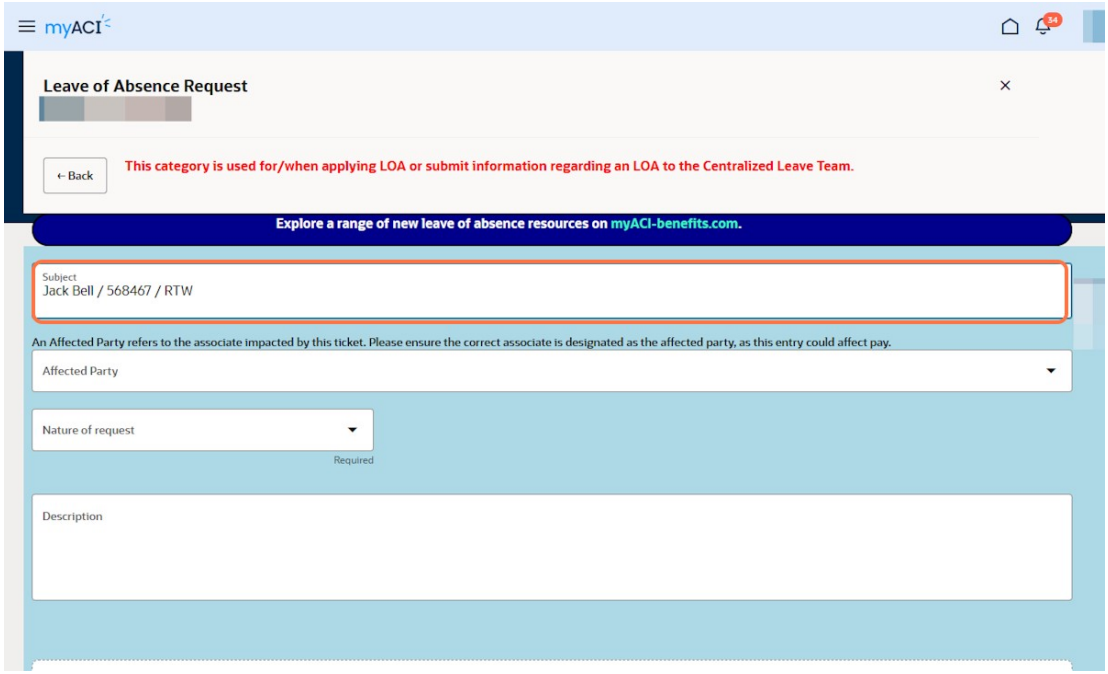
HR/People Leader: Be sure to have the CV Number for the associates claim you are submitting the return from leave for, as you will need it when submitting the ticket.



STEP 15

Enter the subject for the leave request.

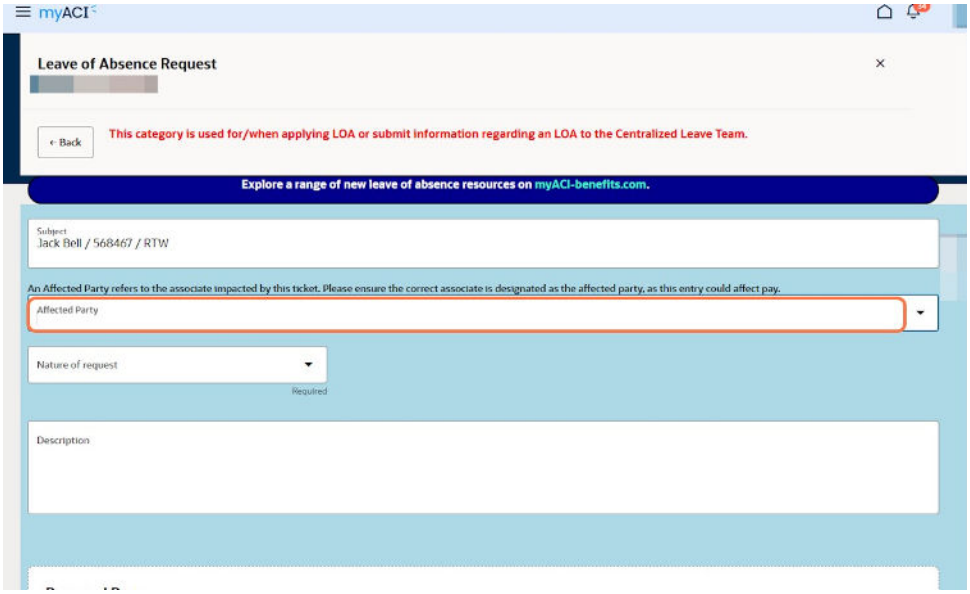
EXAMPLE: Jack Bell / 568467 / RTW



STEP 16

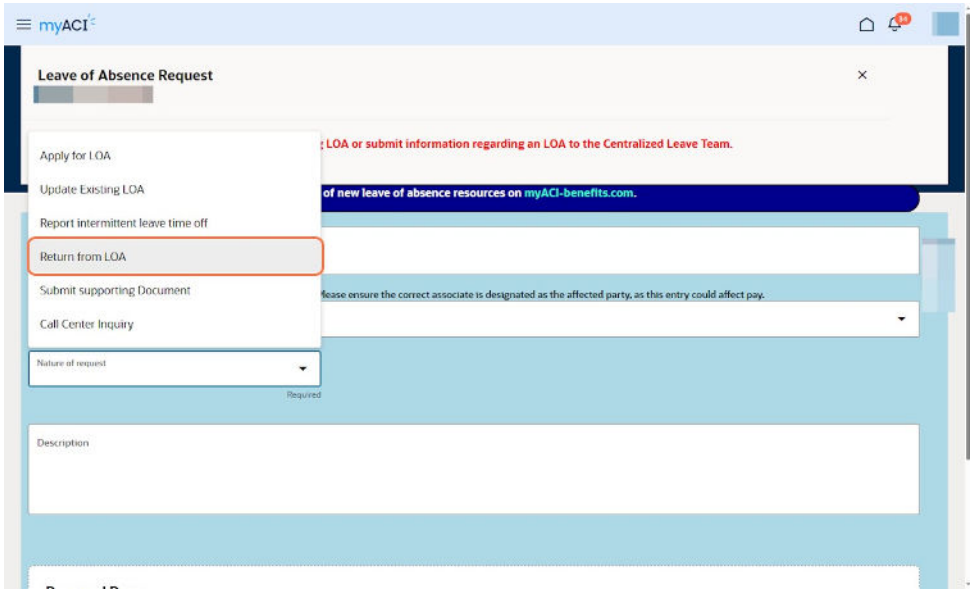
In the Affected Party, enter the Employee ID (EID) of the associate who the Return from Leave request is for.

An Affected Party refers to the associate impacted by this ticket.



STEP 17

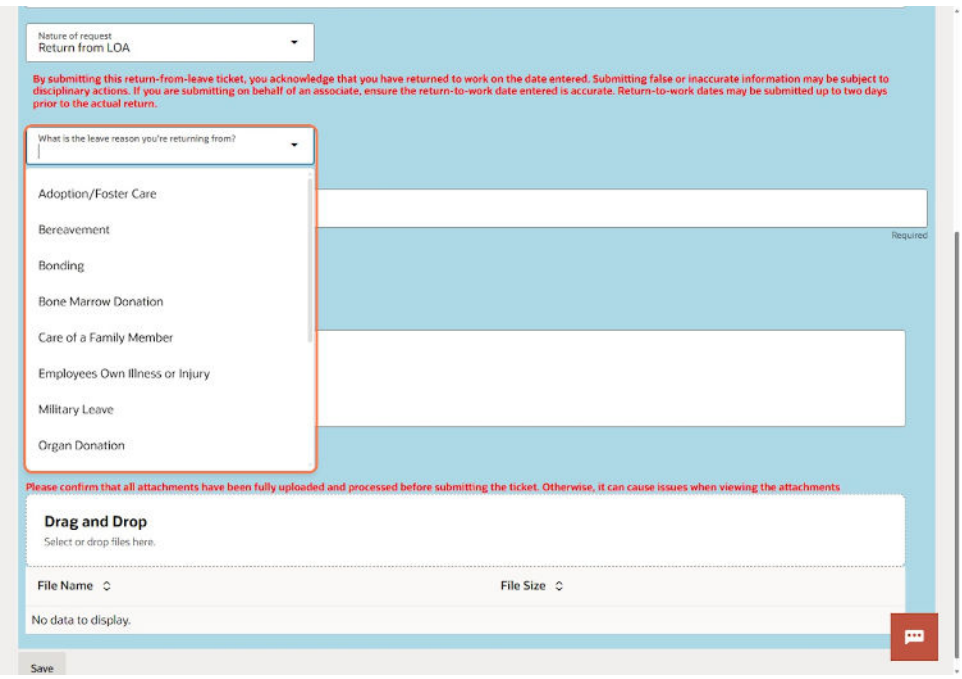
Select "Return from LOA" from request category.



STEP 18

For "What is the leave reason you're returning from", select the correct leave reason the associate is returning from leave.

NOTE: By submitting this return-from-leave ticket, you acknowledge that you have returned to work on the date entered. **Submitting false or inaccurate information may be subject to disciplinary actions.**



If the associate is returning from an Employee Own Illness/Injury leave, proceed to step 19.

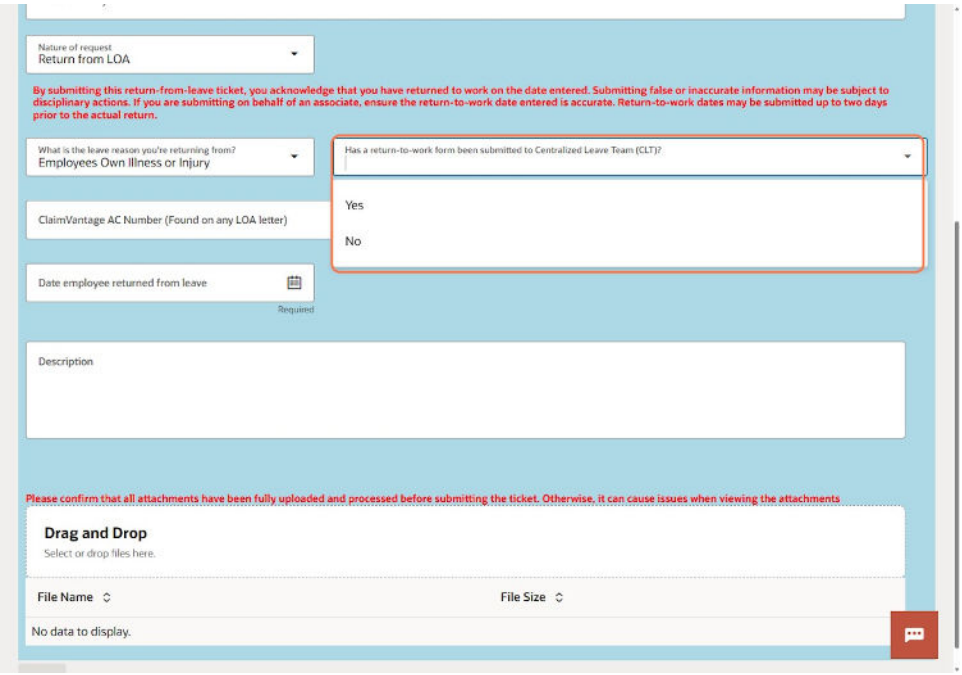
All other leave reasons, proceed to step 26.

Employee Own Illness/Injury Steps 19 - 25.

STEP 19

For Employee Own Illness/Injury leaves, a return-to-work form or note MUST be submitted to the Centralized Leave Team (CLT) prior to the associate returning to work.

Select **YES** if a release has already been sent to the CLT **or** if one is being submitted on this form.
Select **NO** if no release has been sent to the CLT and one is NOT being submitted on this form.

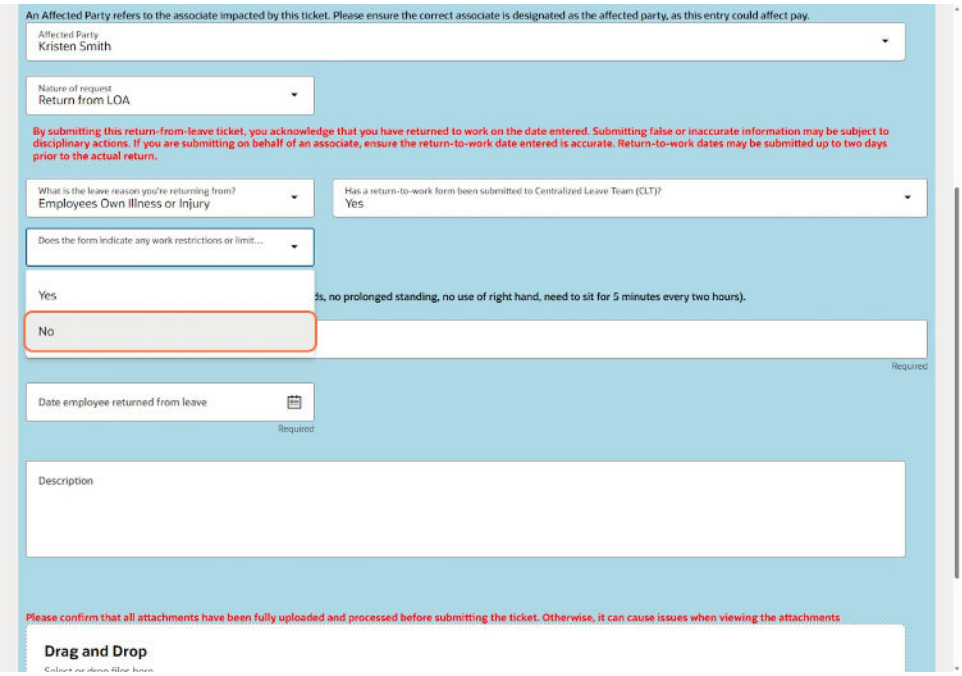


STEP 20

If YES was selected in step 19, confirm whether restrictions or limitations are present on the return-to-work form.

Some examples but not limited to: No lifting over 15 pounds, no prolonged standing, no use of right hand, and need to sit for 5 minutes every two hours.

Select **YES**, I acknowledge that my return to work is subject to restrictions and / or limitations outlined by my healthcare provider.
Select **NO**, I acknowledge that no restrictions and / or limitations affect my ability to perform work-related duties.

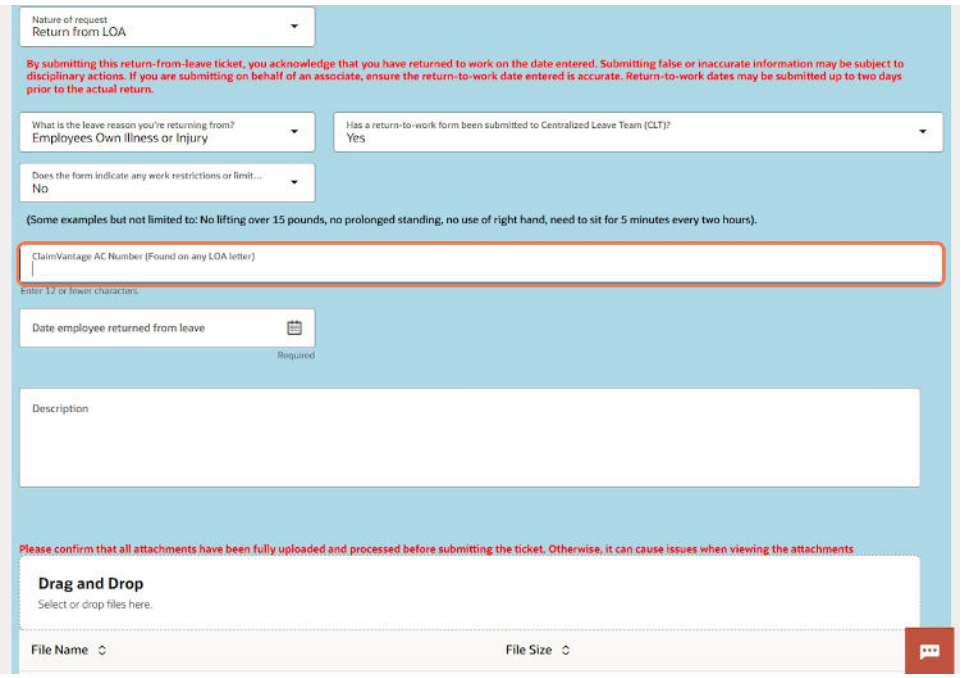


STEP 21

Enter the leave of absence claim number (ClaimVantage AC#). This can be found on email notifications that are sent from the Centralized Leave Team (CLT).

EXAMPLE: AC-24-123456.

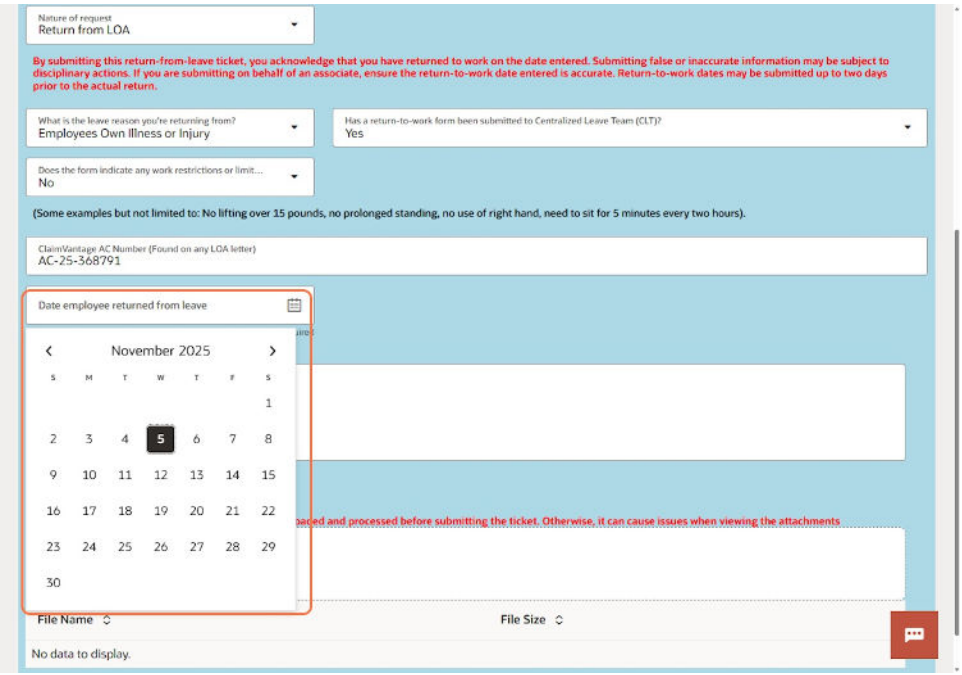
DO NOT SKIP THIS STEP. It's important that we have the accurate case number.



STEP 22

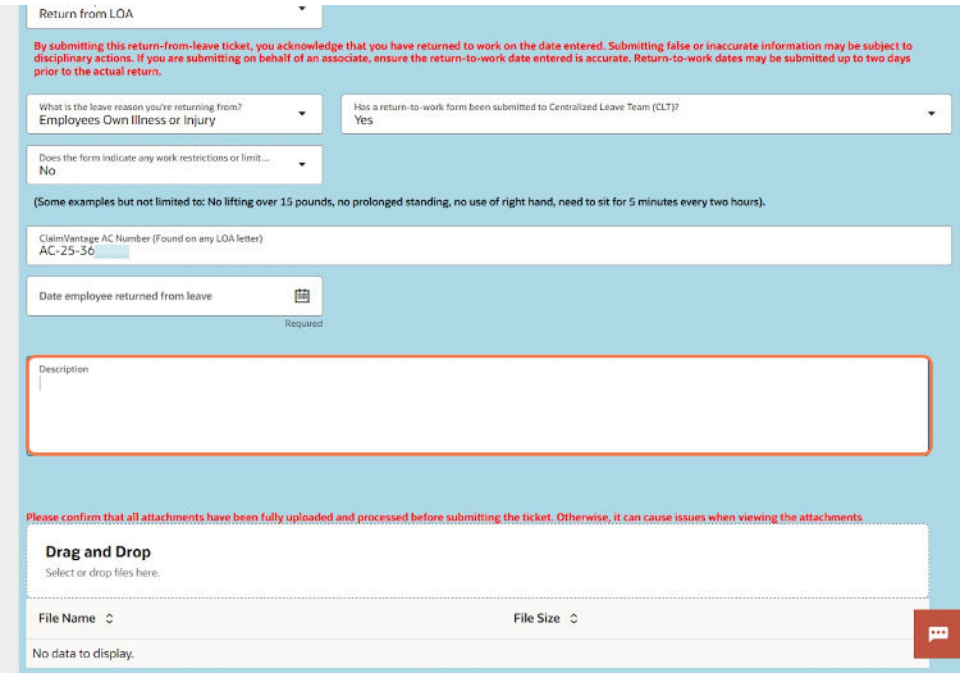
Select the date the associate returned to work.

NOTE: By submitting this return-from-leave ticket, you acknowledge that you have returned to work on the date entered. **Submitting false or inaccurate information may be subject to disciplinary actions.**



STEP 23

Use the detailed description box to enter any additional information about the return from leave request.

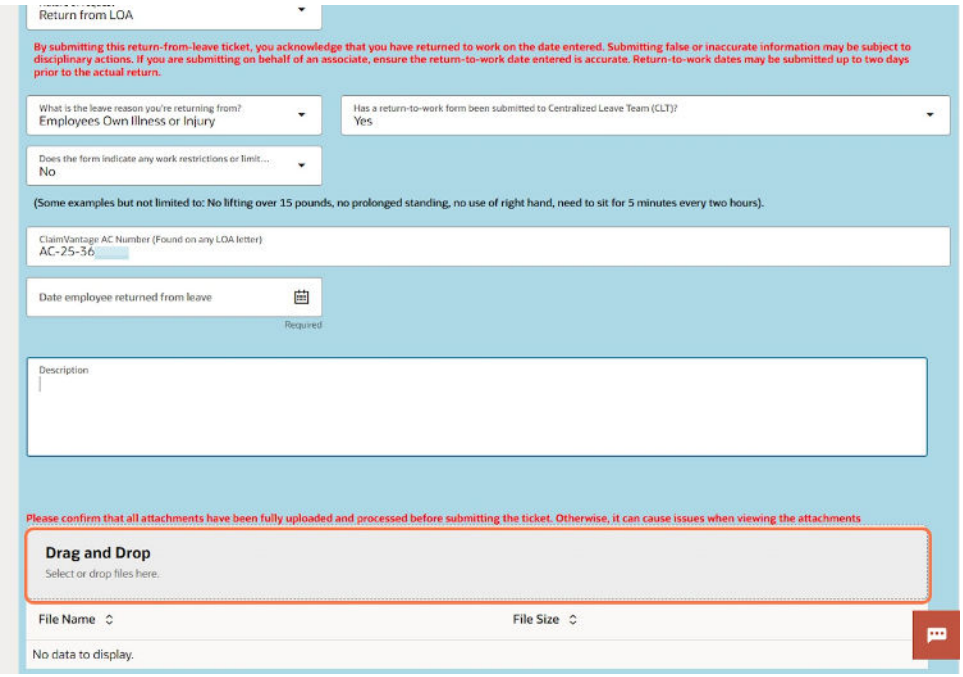


STEP 24

Drag and Drop any documents in this section. If you selected YES in step 19 and have any documents, attach them here.

NOTE: Documents must be in PDF or JPEG format no larger than 8MB.

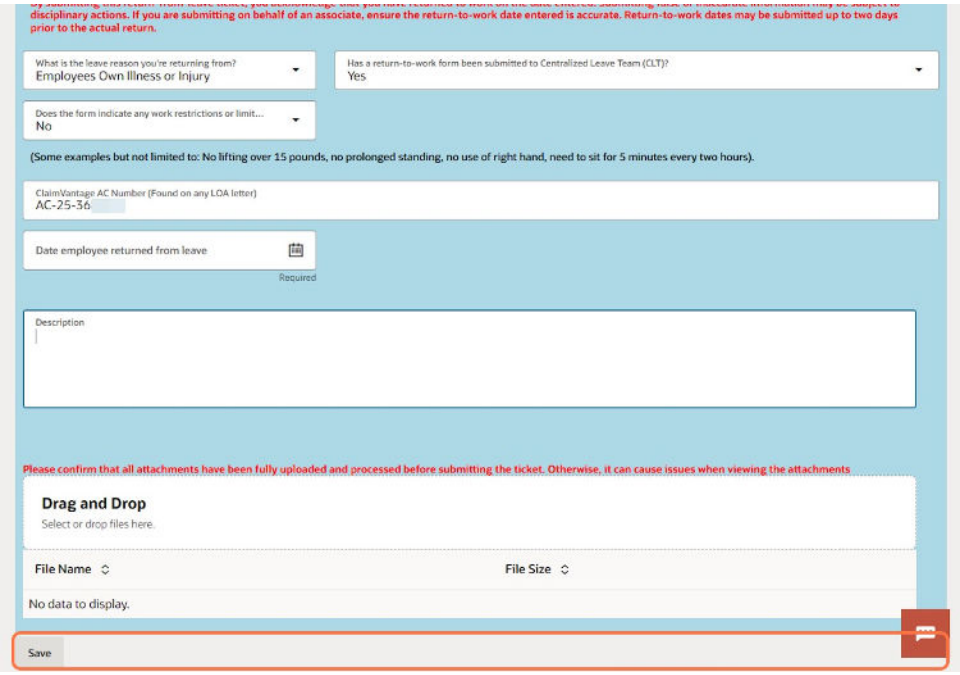
IMPORTANT: Wait for the document to fully upload before moving to the next step.



STEP 25

Click on "Save" in the lower left corner of the screen to save and submit the return from LOA request.

NOTE: If you do not click "Save", the return from leave will not be submitted to the claim.



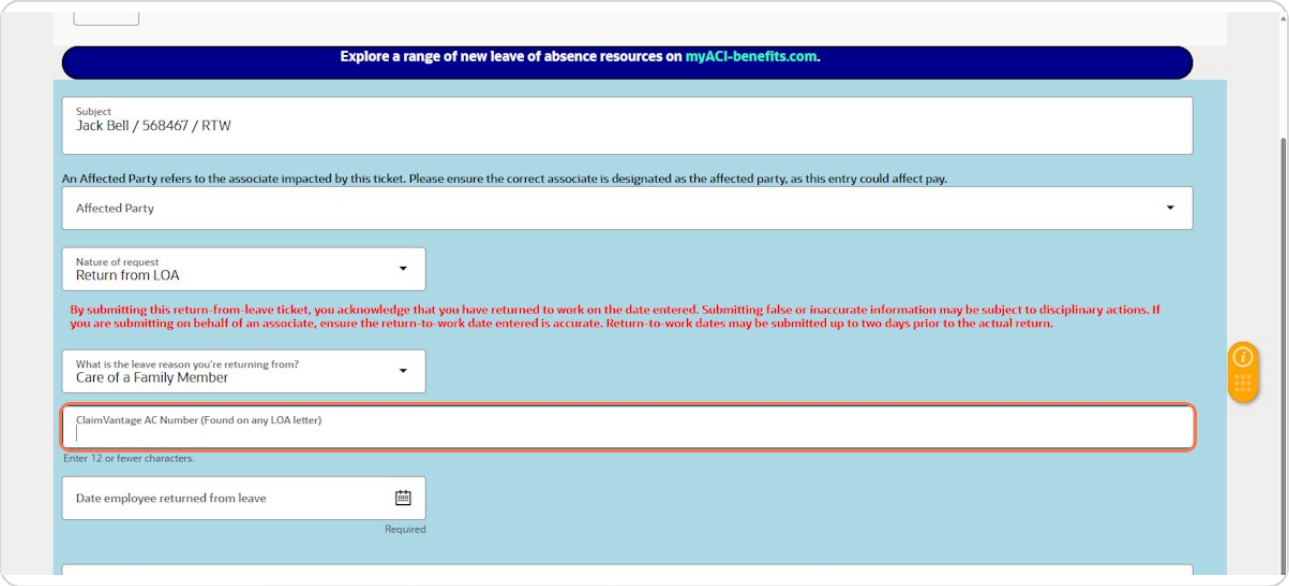
All other leave reason steps 26 - 29.

STEP 26

Enter the leave of absence claim number (ClaimVantage AC#). This can be found on email notifications that are sent from the Centralized Leave Team (CLT).

EXAMPLE: AC-24-123456.

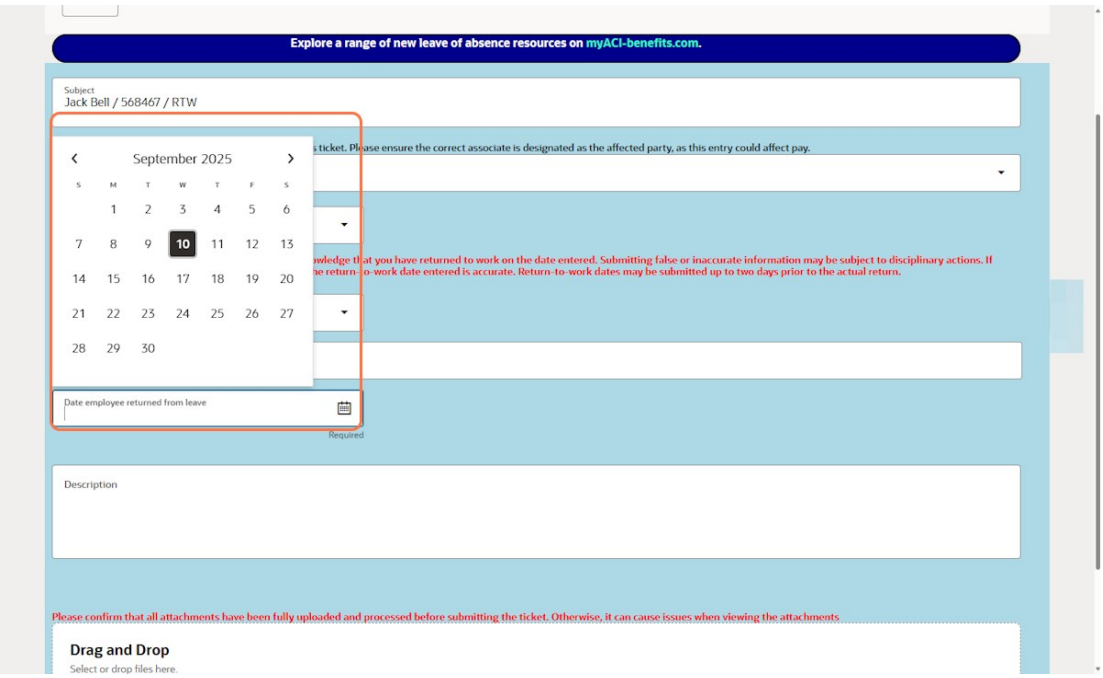
DO NOT SKIP THIS STEP. It's important that we have the accurate case number.



STEP 27

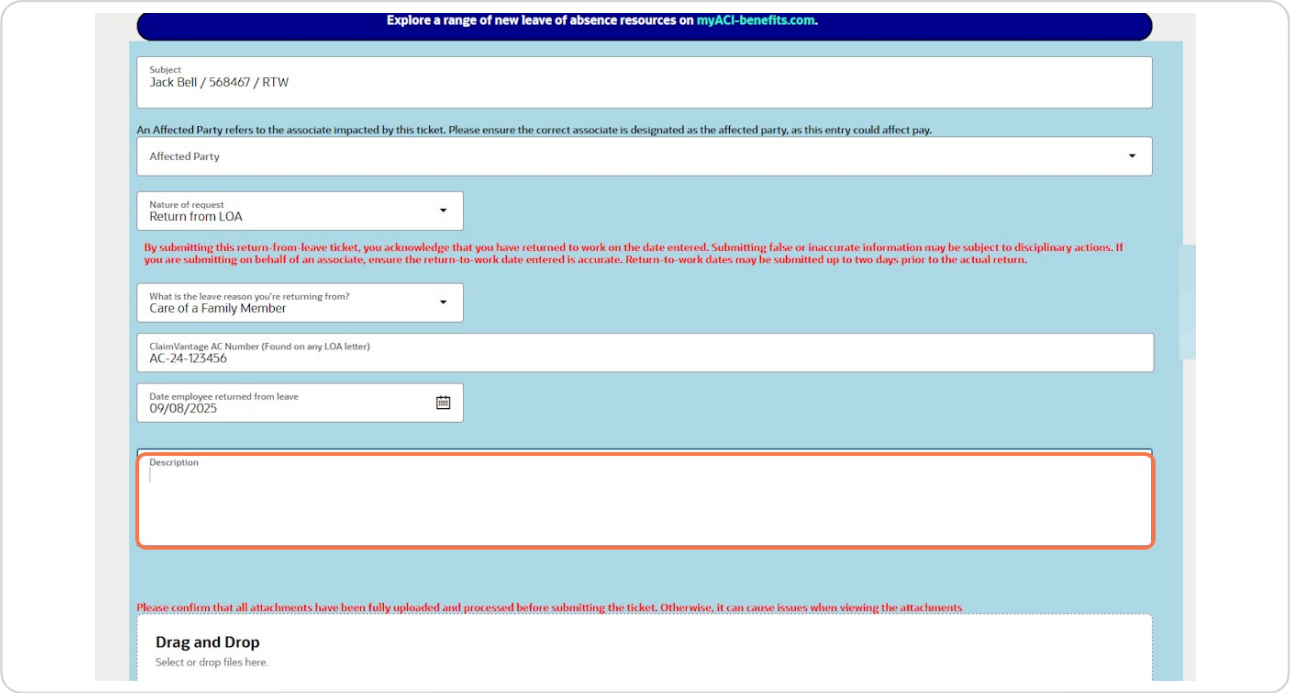
Select the date the associate returned to work.

NOTE: By submitting this return-from-leave ticket, you acknowledge that you have returned to work on the date entered. **Submitting false or inaccurate information may be subject to disciplinary actions.**



STEP 28

Use the detailed description box to enter any additional information about the return from leave request.



STEP 29

Click on "Save" in the lower left corner of the screen to save and submit the return from leave request.

NOTE: If you do not click "Save", the return from leave will not be submitted to the claim.