

## Labor Planning - Unpaid Leave of Absence

In the example below, a Managerial/Professional employee has been granted an unpaid Leave of Absence (LOA) from January 2013 through March 2013.

1. Go to the Employees tab of the Labor Planning Workbook. You can be in Summary or Detail view.
2. Scroll to the right to access the monthly buckets; then scroll down to access the specific employee.
3. Select the FTE Percent cell in **Column BY** for this employee.
4. Type **0** over the 100 in the highlighted column to indicate the employee will be 0% while on LOA.
  - Notice the 0 FTE is propagated through the rest of the fiscal year.
5. Next, go to Columns CB through CD to change the FTE to 100% from April through June to indicate the end of the employee's LOA. Again, the value entered is propagated through the remainder of the cells.
6. To verify this transaction, make sure that the columns from January to March are 0 (during employee's LOA), and the columns from April onward are 100 (return from LOA).

The diagram shows two screenshots of the YBT interface. The first screenshot shows a table with columns for Job, Fringe, FTE, and %. The FTE column has a value of 100. The second screenshot shows the same table, but the FTE column has been changed to 0, and the value is propagated through the rest of the fiscal year.

Detail	Detail	Detail
Apr-2013	May-2013	Jun-2013
100	100	100

BY	BZ	CA	CB	CC	CD
Plan - FY13	Detail	Detail	Detail	Detail	Detail
Jan-2013	Feb-2013	Mar-2013	Apr-2013	May-2013	Jun-2013
0	0	0	100	100	100
68,804	68,804	68,804	68,804	68,804	68,804
0	0	0	5,734	5,734	5,734

### Need Assistance?

If you cannot install or open YBT, please call the ITS help desk at **203.432.9000**.

For questions and issues about specific YBT functions or data:

- Email [ybtsupport@yale.edu](mailto:ybtsupport@yale.edu) or
- Call the YBT help desk at **203.436.5929**

System documentation and training materials can also be found on the **YBT home page**, as well as at

<http://yalebiz.yale.edu/yale-budgeting-tool>.