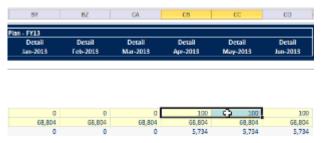# *Quick Guide*   Yale Budgeting Tool (YBT)

Yale

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).