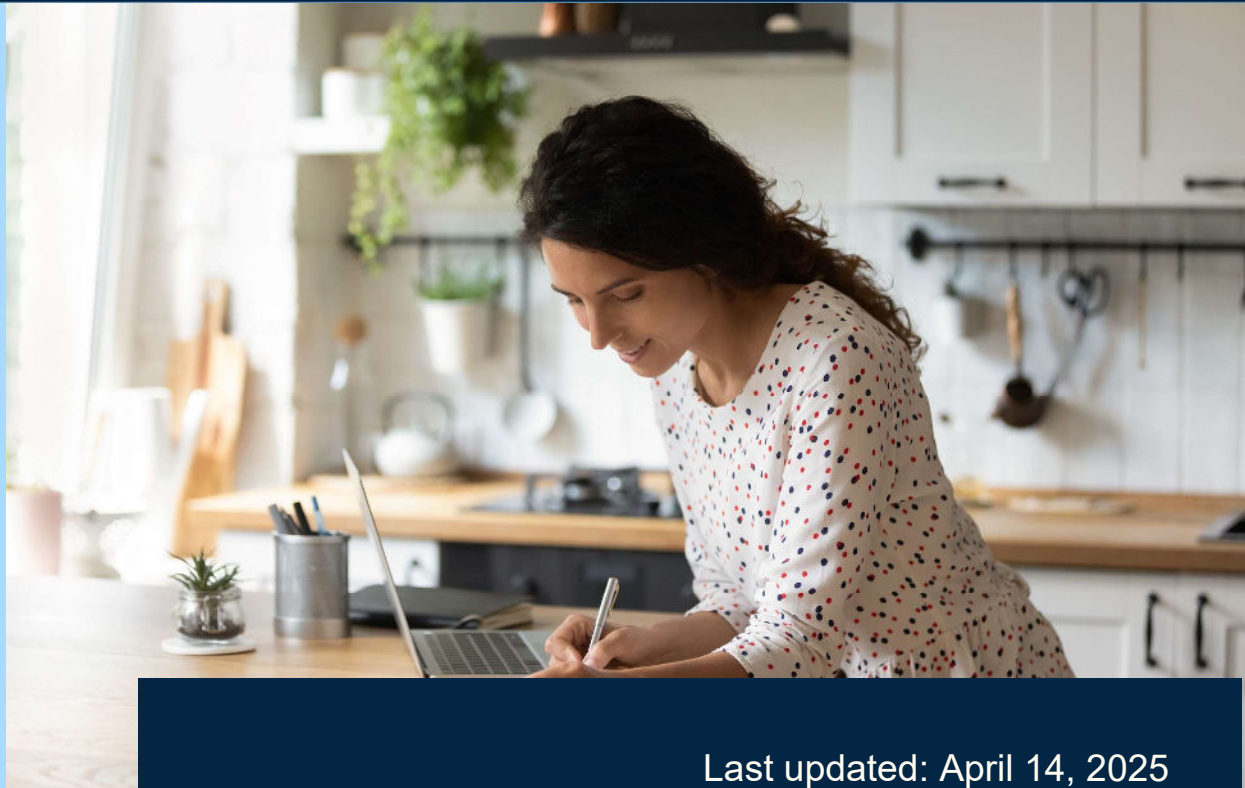




# Quick Reference Guide (9 Steps)

## How to Process Return from Leave of Absence

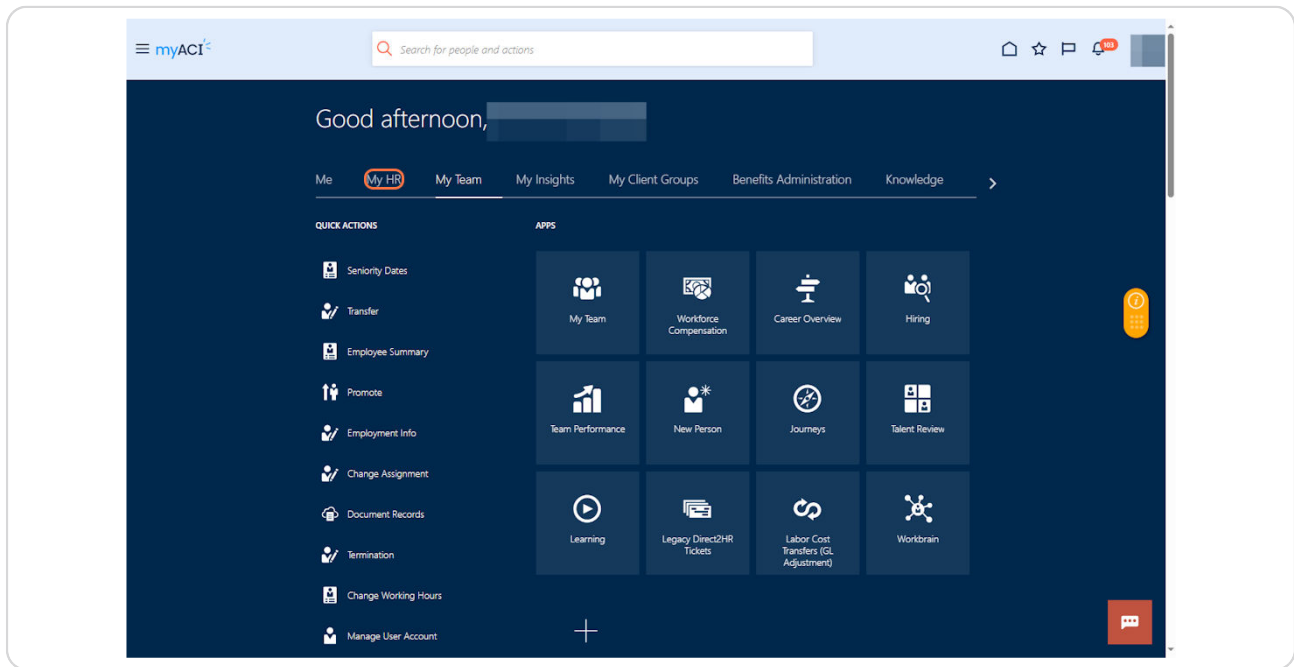
This QRG is for managers, HR representatives and associates on how to submit a Return from Leave of absence (LOA) request.



Last updated: April 14, 2025

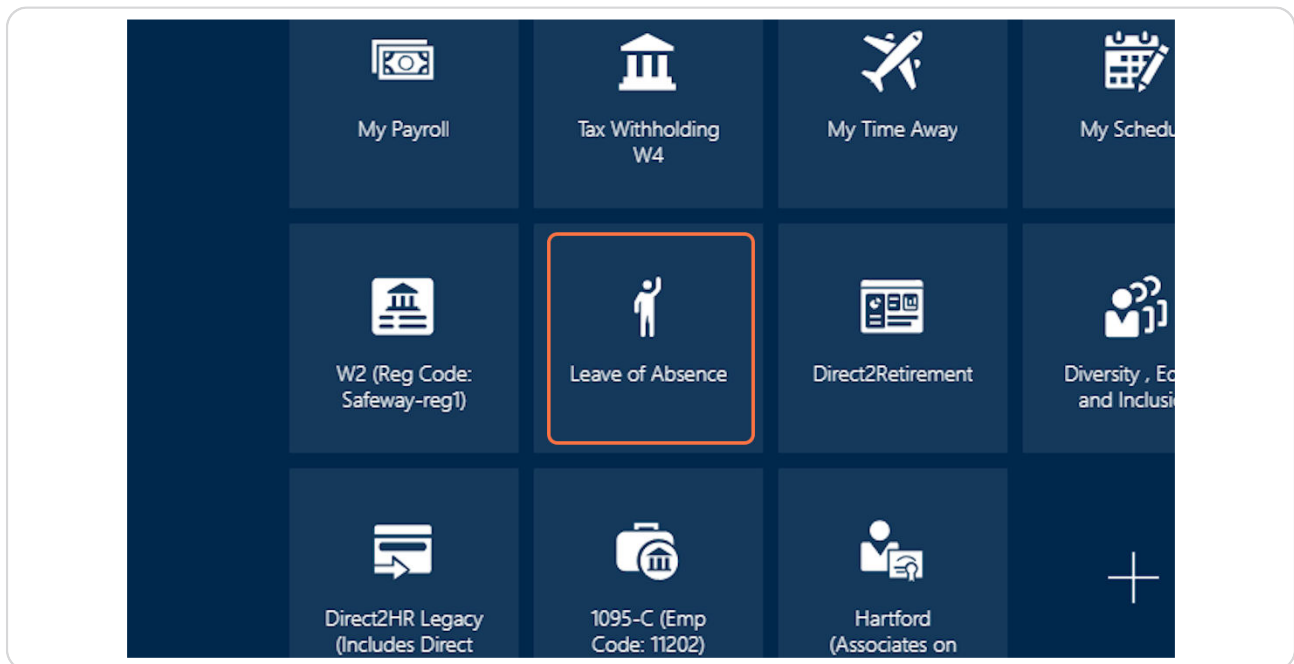
## STEP 1

**Sign in to myACI then click on My HR.**



## STEP 2

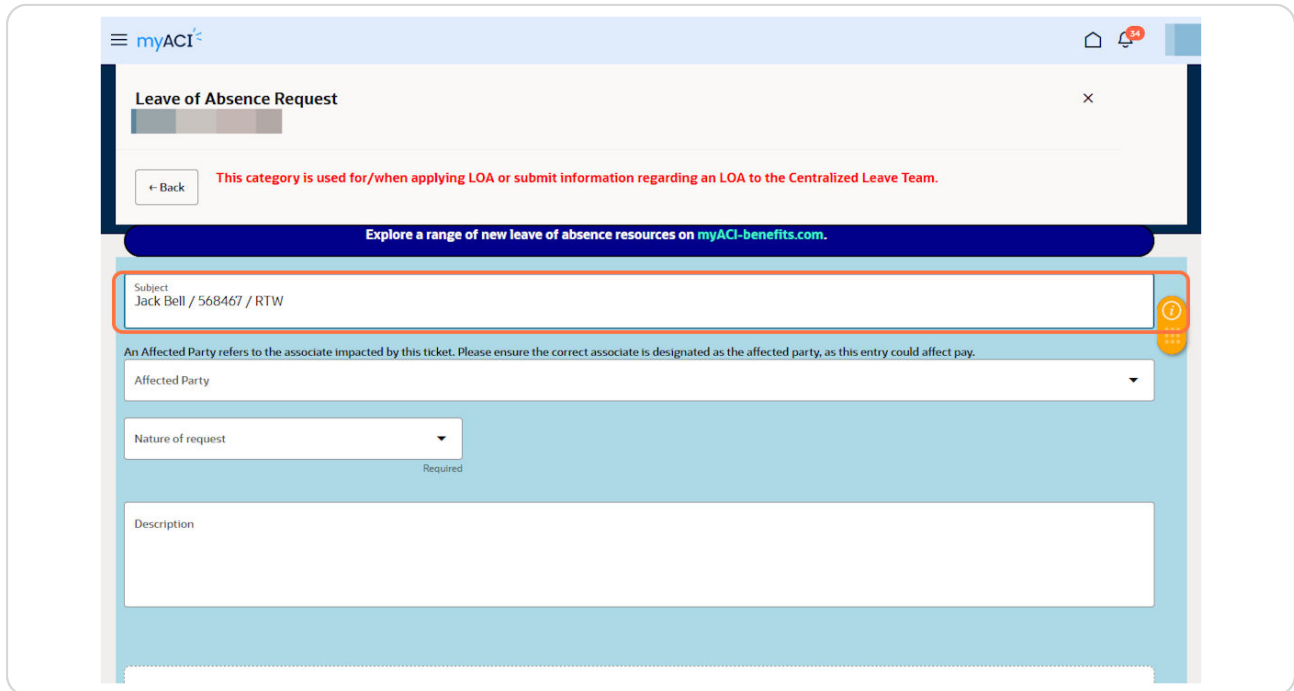
**Click on Leave of Absence.**



### STEP 3

## Enter the subject for the leave request.

Example subject: "Jack Bell / 568467 / RTW"

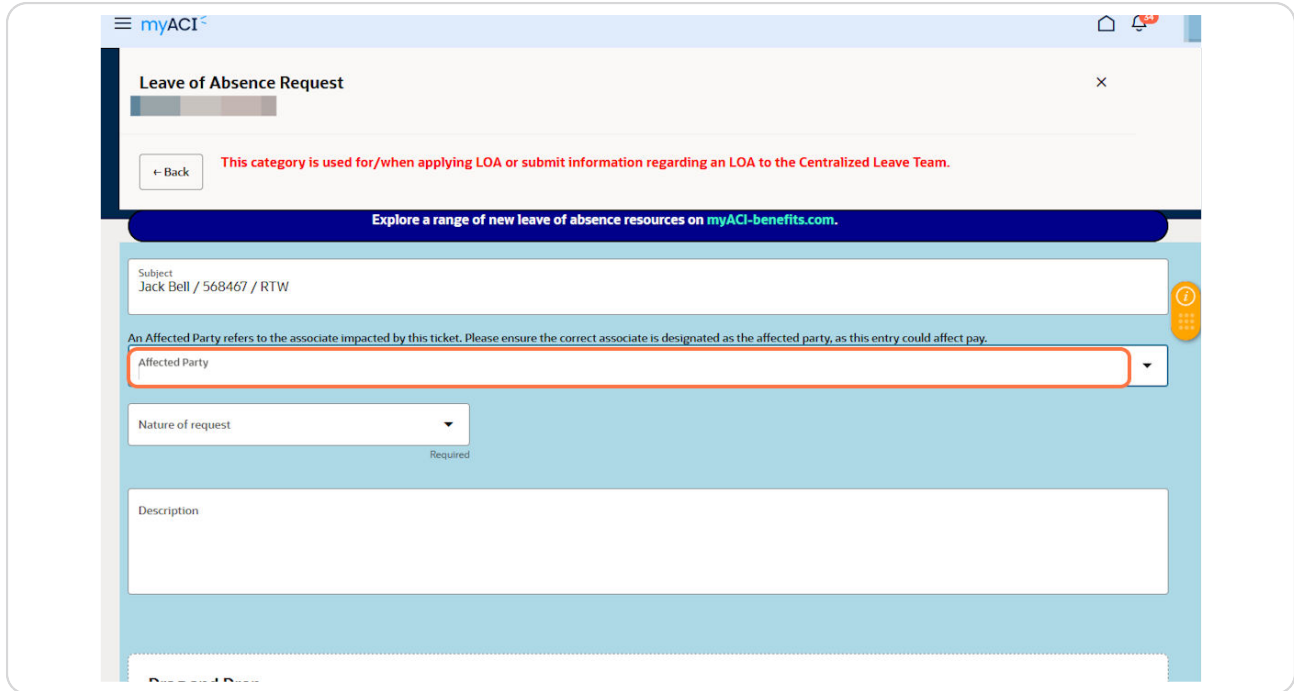


The screenshot shows a web application interface for submitting a "Leave of Absence Request". At the top, there is a navigation bar with the "myACI" logo and a home icon. Below the navigation bar, the title "Leave of Absence Request" is displayed. A red message states: "This category is used for/when applying LOA or submit information regarding an LOA to the Centralized Leave Team." A blue banner below the message reads: "Explore a range of new leave of absence resources on [myACI-benefits.com](#)." The form fields are as follows: "Subject" (text input, highlighted with a red border, containing "Jack Bell / 568467 / RTW"), "Affected Party" (dropdown menu), "Nature of request" (dropdown menu, marked as "Required"), and "Description" (text area). A help icon is visible on the right side of the form.

## STEP 4

**In the Affected Party Box, enter the Employee ID of the associate for whom the Return form Leave request is for.**

An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.



The screenshot shows a web browser window with the myACI logo in the top left. The page title is "Leave of Absence Request". Below the title, there is a "Back" button and a red text message: "This category is used for/when applying LOA or submit information regarding an LOA to the Centralized Leave Team." A blue banner below this says "Explore a range of new leave of absence resources on myACI-benefits.com." The form fields include: "Subject" (Jack Bell / 568467 / RTW), "An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay." (highlighted with a red box), "Affected Party" (a dropdown menu), "Nature of request" (a dropdown menu with a "Required" label), and "Description" (a large text area). A "Save and Draft" button is visible at the bottom left.

## STEP 5

Select Return from LOA from request category.

The screenshot shows a web application interface for a 'Leave of Absence Request'. A dropdown menu is open, displaying the following options:

- Apply for LOA
- Update Existing LOA
- Report intermittent leave time off
- Return from LOA** (highlighted with an orange border)
- Submit supporting Document
- Call Center Inquiry

Below the dropdown menu is a label 'Nature of request' with a downward arrow icon. To the right of this label, the word 'Required' is visible. In the background, there are several text elements, including a red line of text that reads 'LOA or submit information regarding an LOA to th' and a blue banner that reads 'of new leave of absence resources on myACI-bene'.

## STEP 6

**Enter the leave of absence claim number. This can be found on the letter that was sent from the Centralized Leave Team or in an email notification.**

Example: AC-24-123456.

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

The screenshot shows the 'myACI' web interface for a 'Leave of Absence Request'. At the top, there's a header with the 'myACI' logo and a home icon. Below the header, the title 'Leave of Absence Request' is displayed with a close button. A red message states: 'This category is used for/when applying LOA or submit information regarding an LOA to the Centralized Leave Team.' A blue banner below this says: 'Explore a range of new leave of absence resources on myACI-benefits.com.' The form fields include: 'Subject' (Jack Bell / 568467 / RTW), 'Affected Party' (a dropdown menu), 'Nature of request' (Return from LOA), 'ClaimVantage AC Number (Found on any LOA letter)' (a red-bordered input field with a 'Required' label), 'Date employee returned from leave' (a date picker with a 'Required' label), and 'Description' (a text area). A yellow information icon is visible on the right side of the form.

## STEP 7

**Select the date the associate returned to work.**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## STEP 8

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

Subject  
Jack Bell / 568467 / RTW

An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.  
Affected Party

Nature of request  
Return from LOA

ClaimVantage AC Number (Found on any LOA letter)  
AC-24-123456

Date employee returned from leave  
03/13/2025

Description

Please confirm that all attachments have been fully uploaded and processed before submitting the ticket. Otherwise, it can cause issues when viewing the attachments.

Drag and Drop

Select or drop files here.

File Name

File Size

No data to display.



## STEP 9

**Drag and Drop your documents in this section.**

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

**Important: Ensure ALL documents have been uploaded before moving to next steps**

An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.

Affected Party

Nature of request  
Return from LOA

Claim/Vantage AC Number (Found on any LOA letter)  
AC-24-123456

Date employee returned from leave  
03/13/2025

Description

Please confirm that all attachments have been fully uploaded and processed before submitting the ticket. Otherwise, it can cause issues when viewing the attachments.

**Drag and Drop**  
Select or drop files here.

File Name

File Size

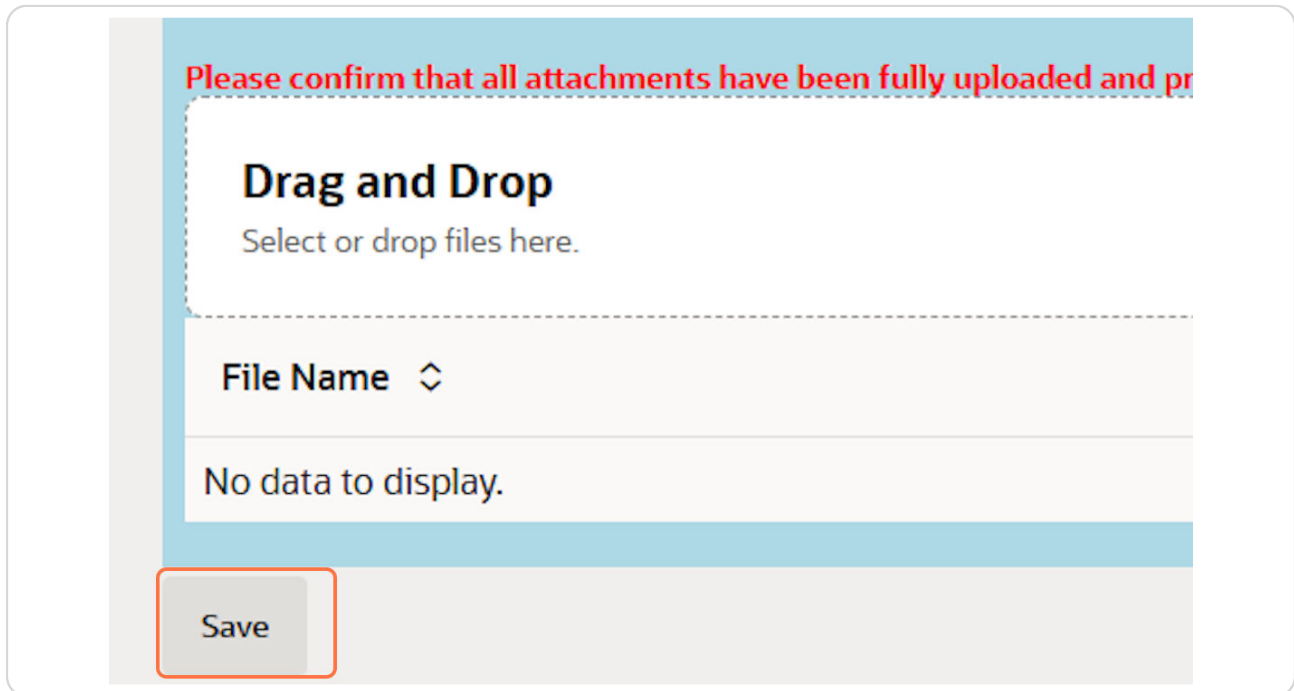
No data to display.

Save

## STEP 10

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

If you do not click on the Save button, the time will not be submitted.



The screenshot shows a web form interface. At the top, a red message bar reads: "Please confirm that all attachments have been fully uploaded and pr". Below this is a "Drag and Drop" section with the text "Select or drop files here." and a dashed border. Underneath is a table with a header row containing "File Name" and a dropdown arrow. The table body contains the text "No data to display." At the bottom left of the form is a "Save" button, which is highlighted with a red rectangular border.