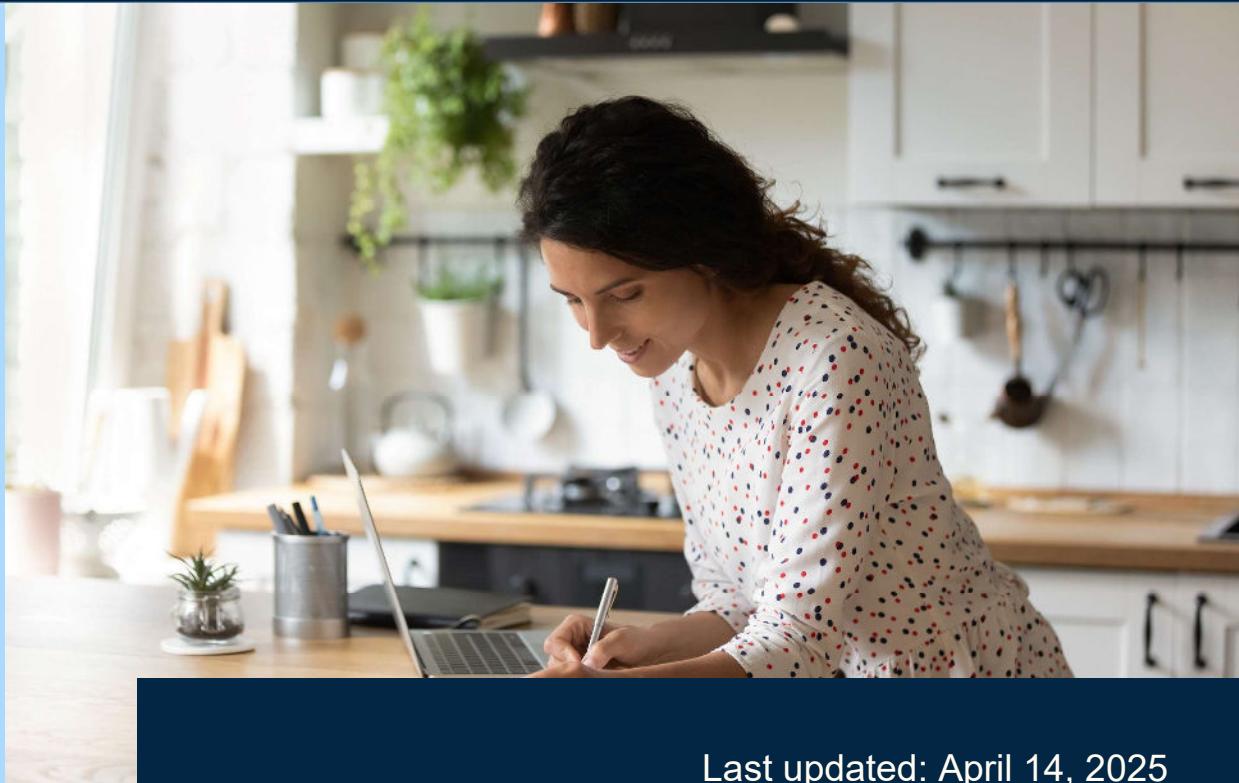


# QRG

## 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.

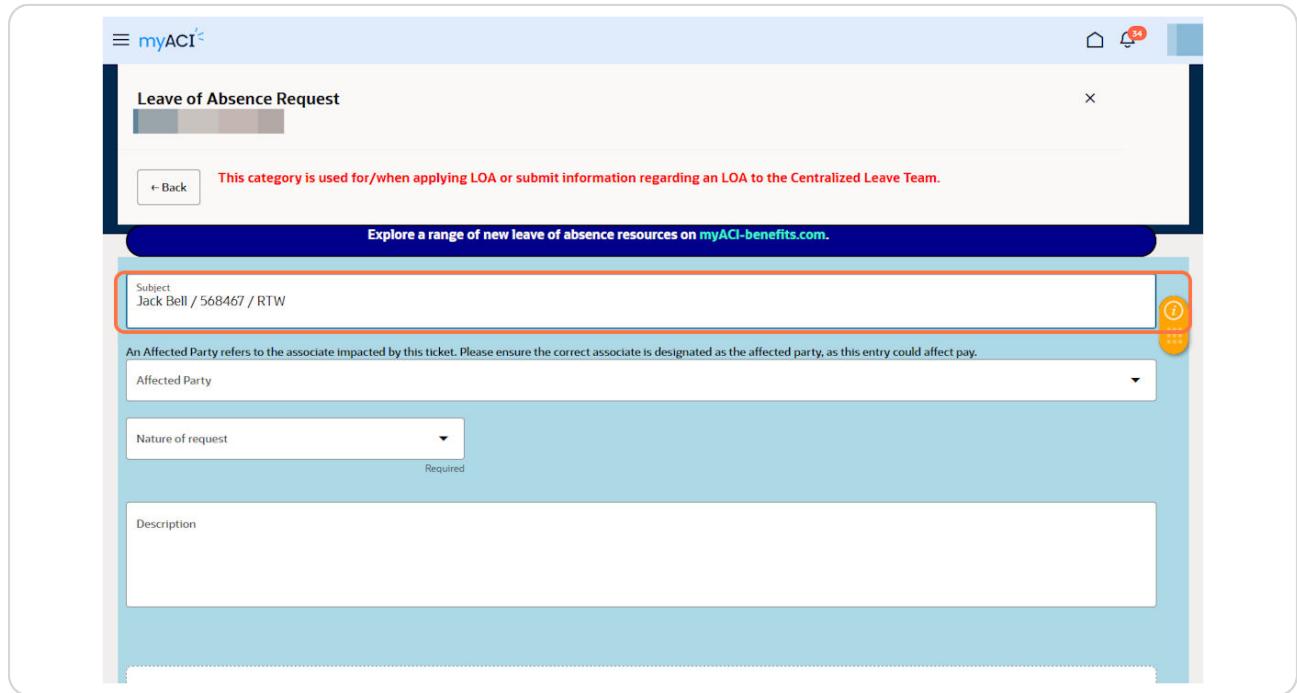
## STEP 2

**Click on Leave of Absence.**

## STEP 3

### Enter the subject for the leave request.

Example subject: "Jack Bell / 568467 / RTW"

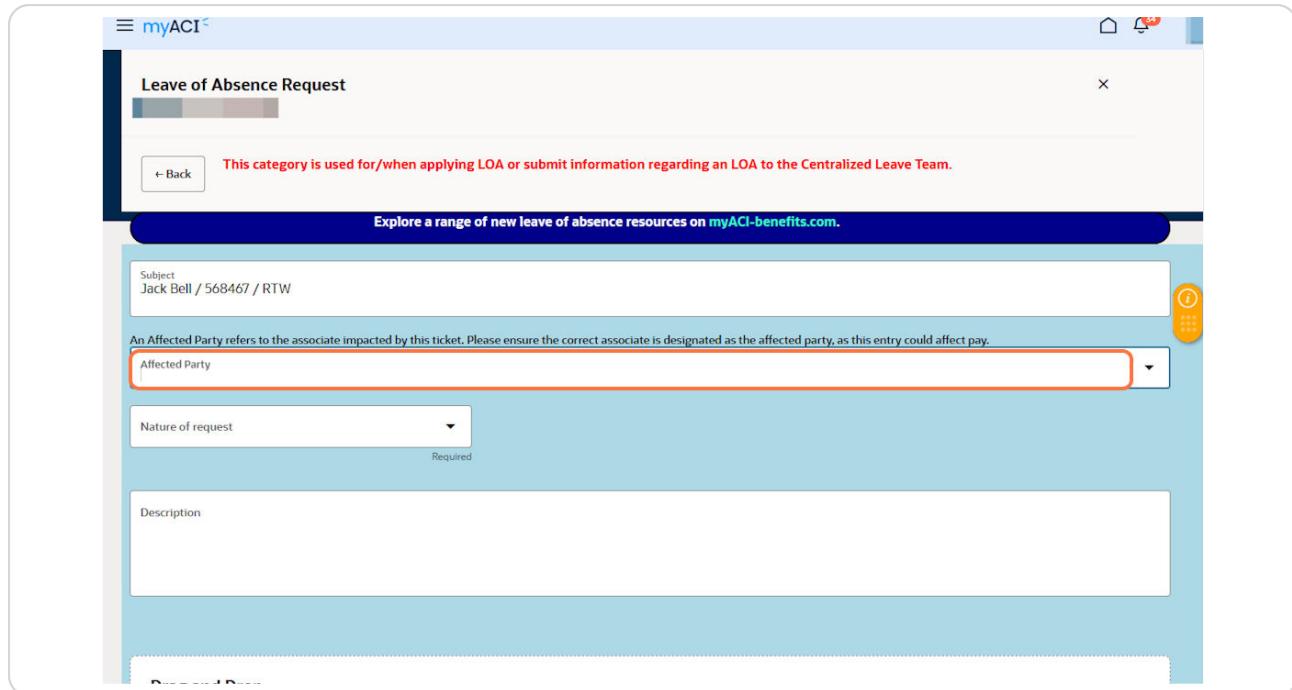


The screenshot shows a web browser window for 'myACI' with a blue header bar. The main content area is titled 'Leave of Absence Request'. A red box highlights the 'Subject' field, which contains the text 'Jack Bell / 568467 / RTW'. Below this field is a note: 'An Affected Party refers to the associate impacted by this ticket. Please ensure the correct associate is designated as the affected party, as this entry could affect pay.' There is a dropdown menu labeled 'Affected Party' and a required field 'Nature of request'. A large text area for 'Description' is also visible.

## 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-based application for a 'Leave of Absence Request'. The top navigation bar includes a 'myACI' logo and a search bar. The main title is 'Leave of Absence Request'. A sub-instruction in red text reads: 'This category is used for/when applying LOA or submit information regarding an LOA to the Centralized Leave Team.' Below this, a blue banner invites users to 'Explore a range of new leave of absence resources on myACI-benefits.com.' The form fields include: 'Subject' (input: 'Jack Bell / 568467 / RTW'), 'Affected Party' (input: 'Affected Party' dropdown menu), 'Nature of request' (input: dropdown menu), and 'Description' (input: text area). The 'Affected Party' field is highlighted with a red border, indicating it is the current focus of the step.

## STEP 5

### Select Return from LOA from request category.

Leave of Absence Request

- Apply for LOA
- Update Existing LOA
- Report intermittent leave time off
- Return from LOA**
- Submit supporting Document
- Call Center Inquiry

Nature of request ▾

Required

**Return from LOA**  
LOA or submit information regarding an LOA to the  
of new leave of absence resources on myACI-bene

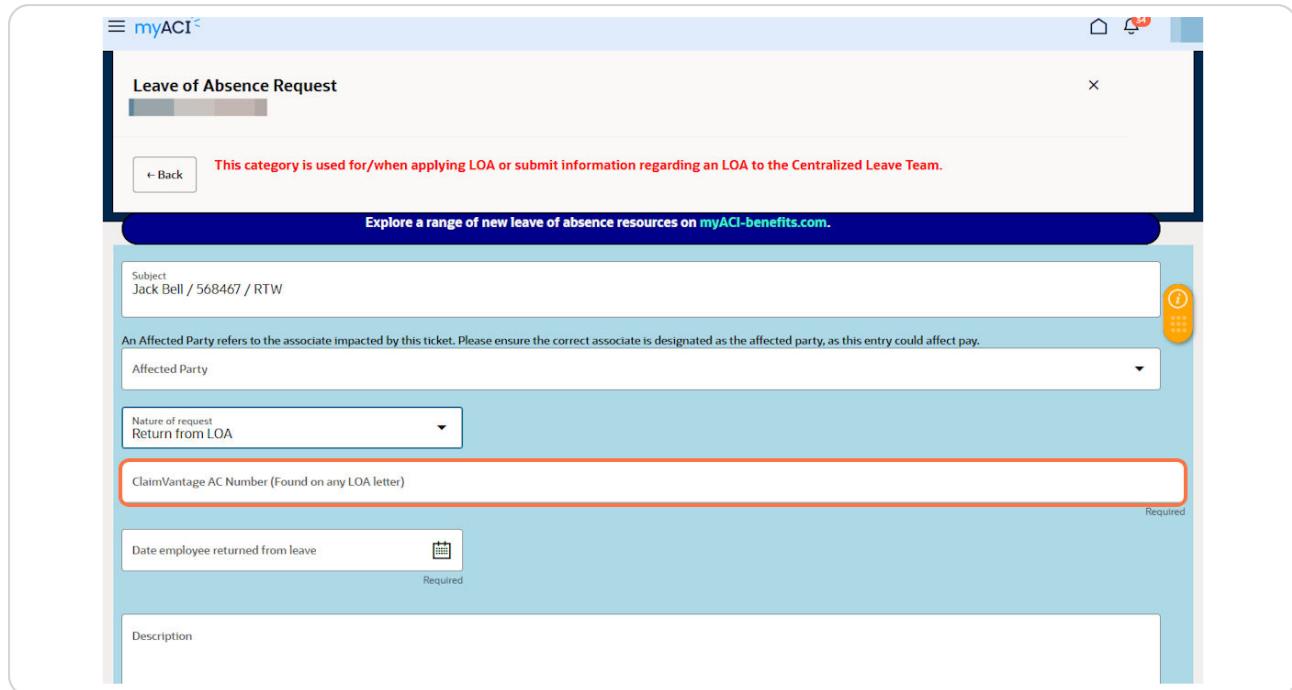
Please ensure the correct associate is designated as the affect

## 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.



myACI

Leave of Absence Request

This category is used for/when applying LOA or submit information regarding an LOA to the Centralized Leave Team.

Explore a range of new leave of absence resources on [myACI-benefits.com](http://myACI-benefits.com).

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

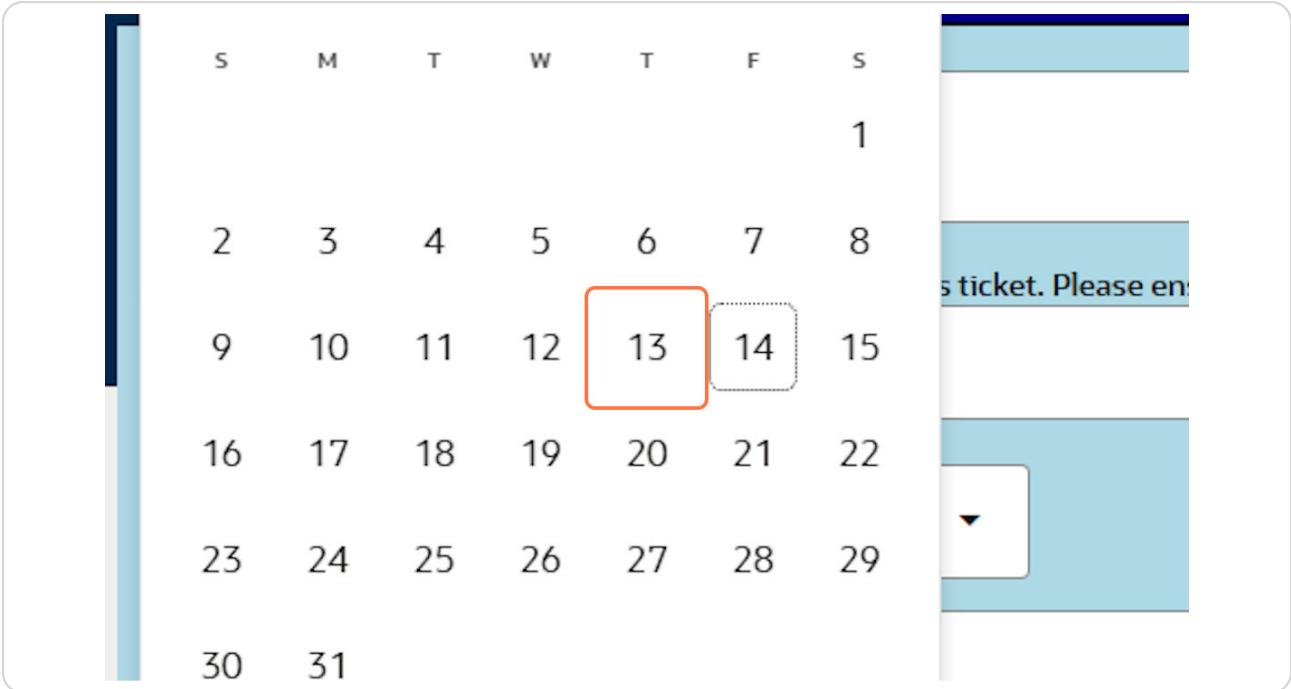
ClaimVantage AC Number (Found on any LOA letter)

Date employee returned from leave

Description

STEP 7

Select the date the associate returned to work.



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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

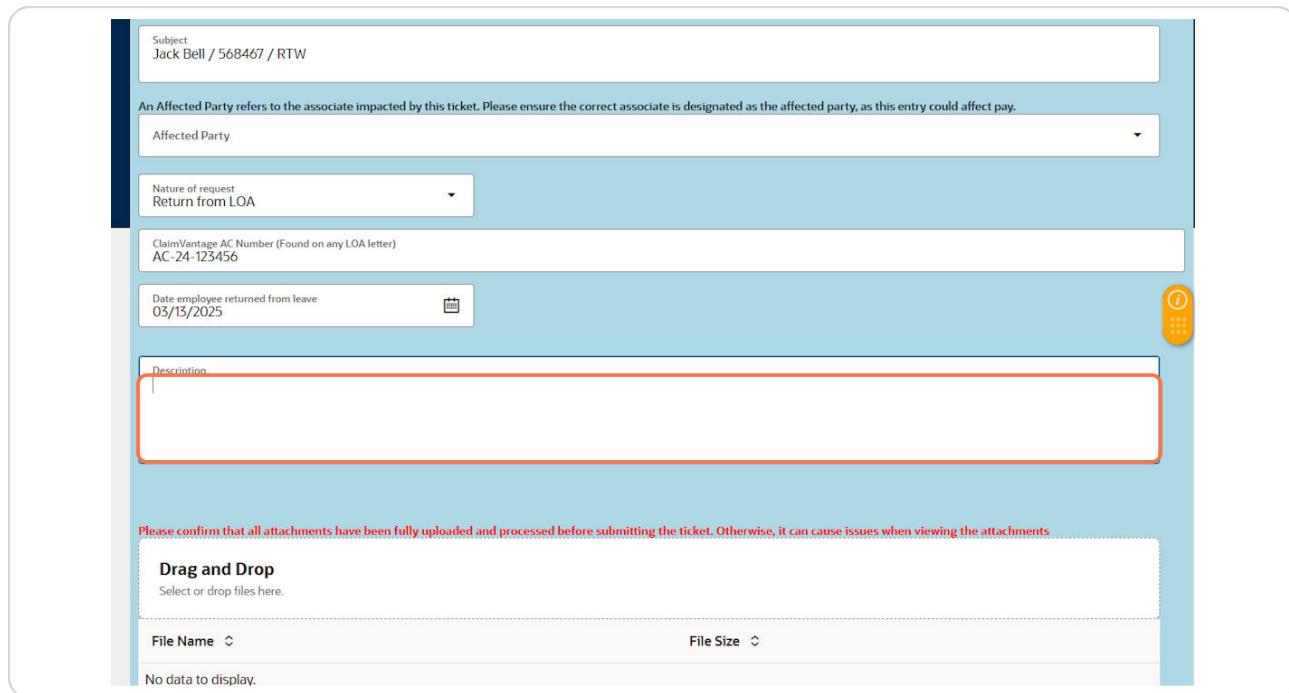
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Select ticket. Please enter

## 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

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.

## 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

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

Date employee returned from leave  
03/15/2025

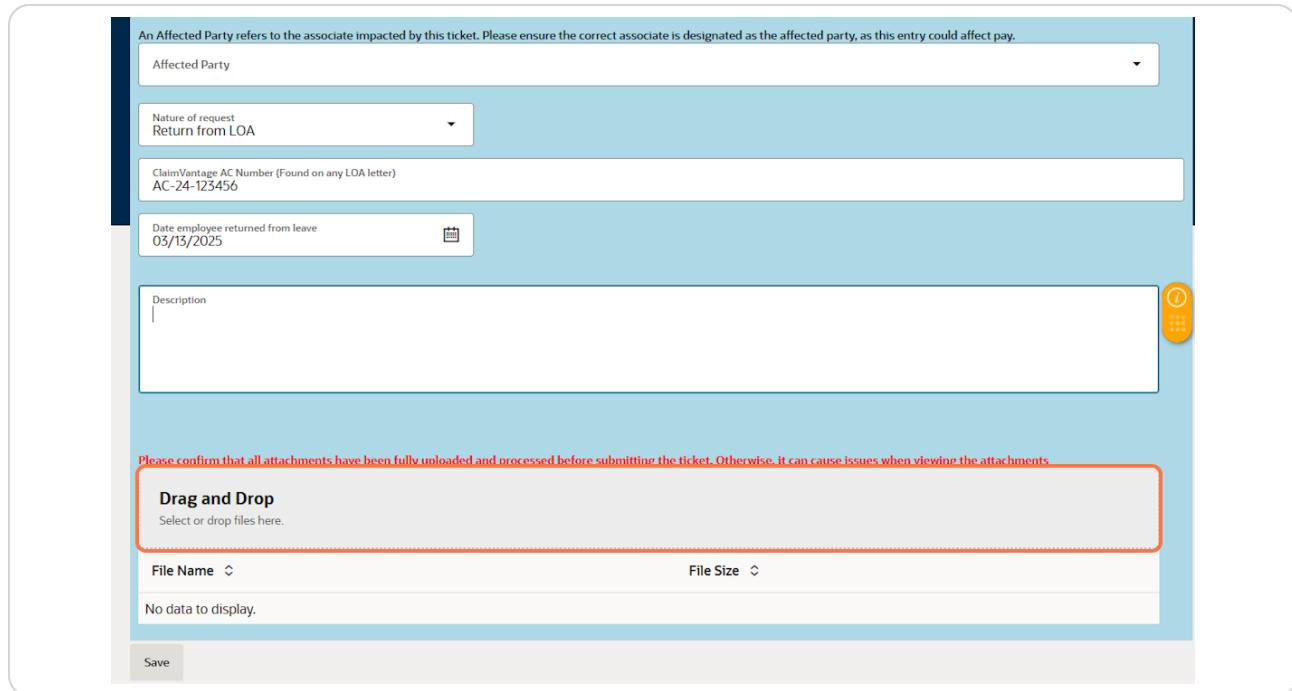
Description

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.	

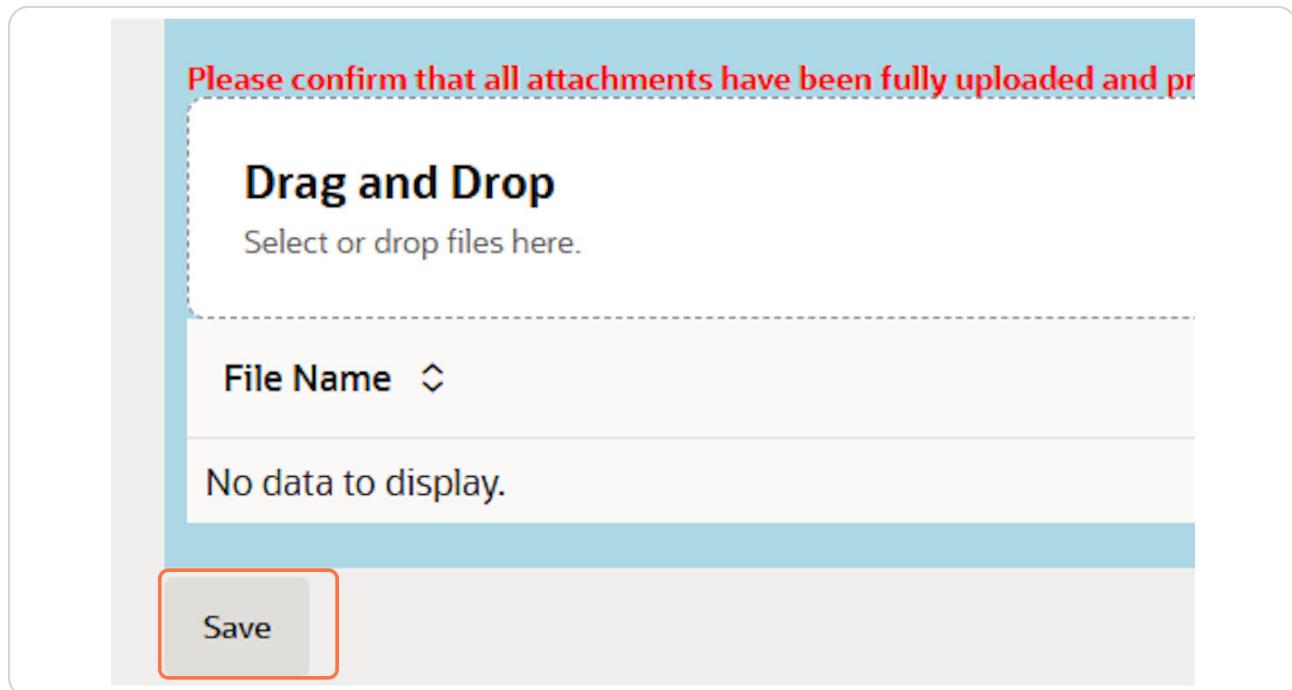
Save



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 user interface for managing attachments. At the top, a red warning message reads: "Please confirm that all attachments have been fully uploaded and pr". Below this is a "Drag and Drop" area with the sub-instruction "Select or drop files here." A "File Name" dropdown menu is shown, with the message "No data to display." underneath. At the bottom left is a "Save" button, which is highlighted with a red border. The overall background is light gray.