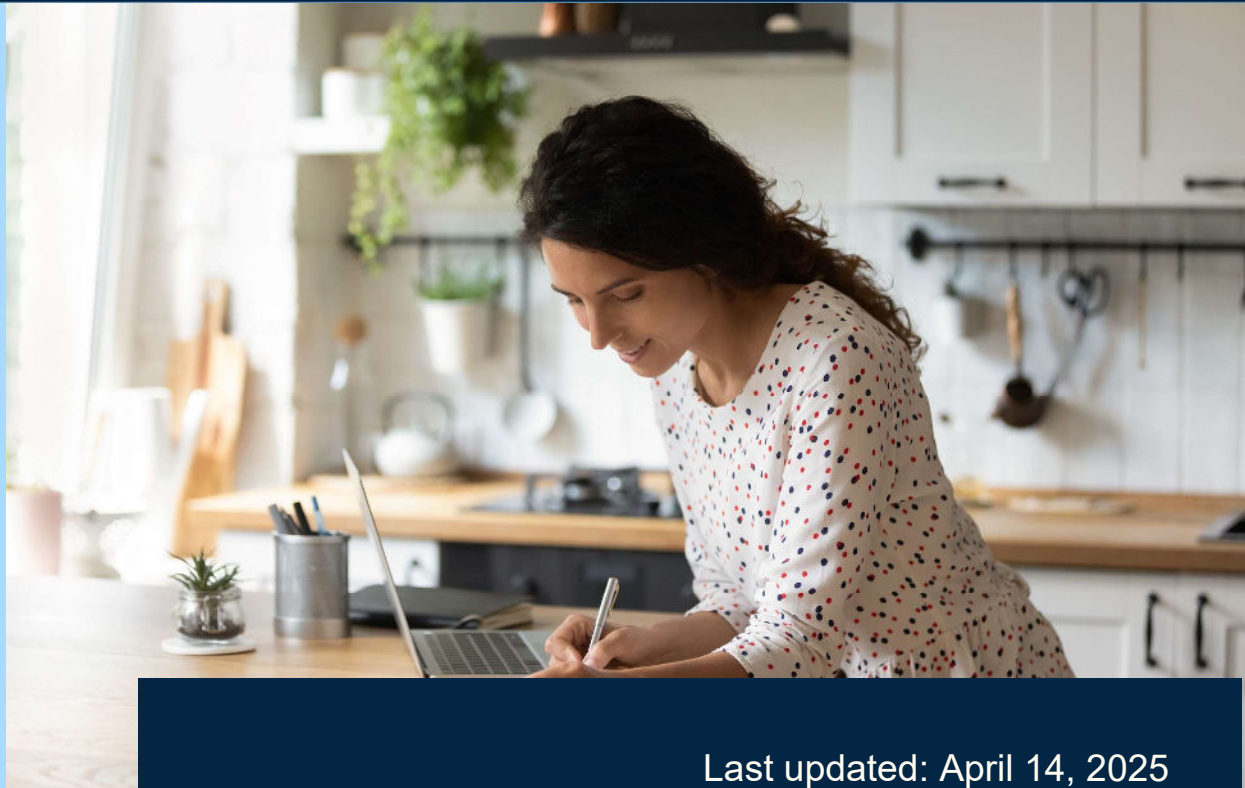# QRG

Quick Reference Guide (9 Steps)

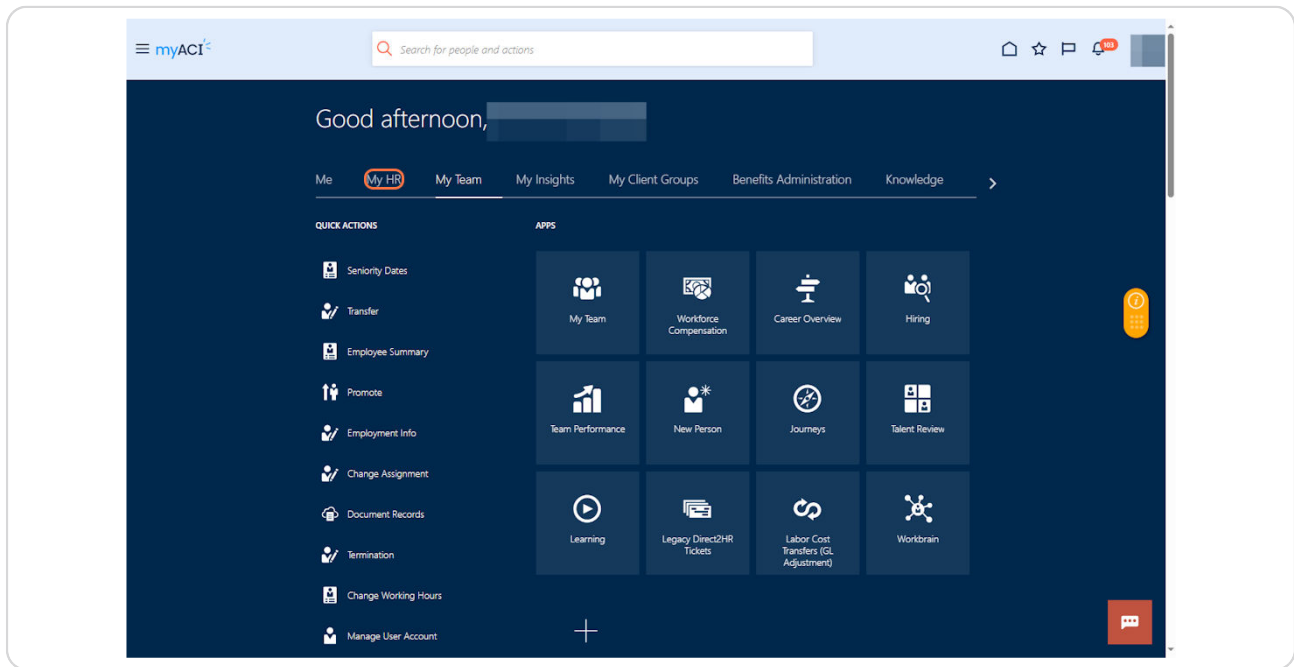### How to Process Return from Leave of Absence

This QRG is for managers, HR representatives and associates on how to submit a Return from Leave of absence (LOA) request.
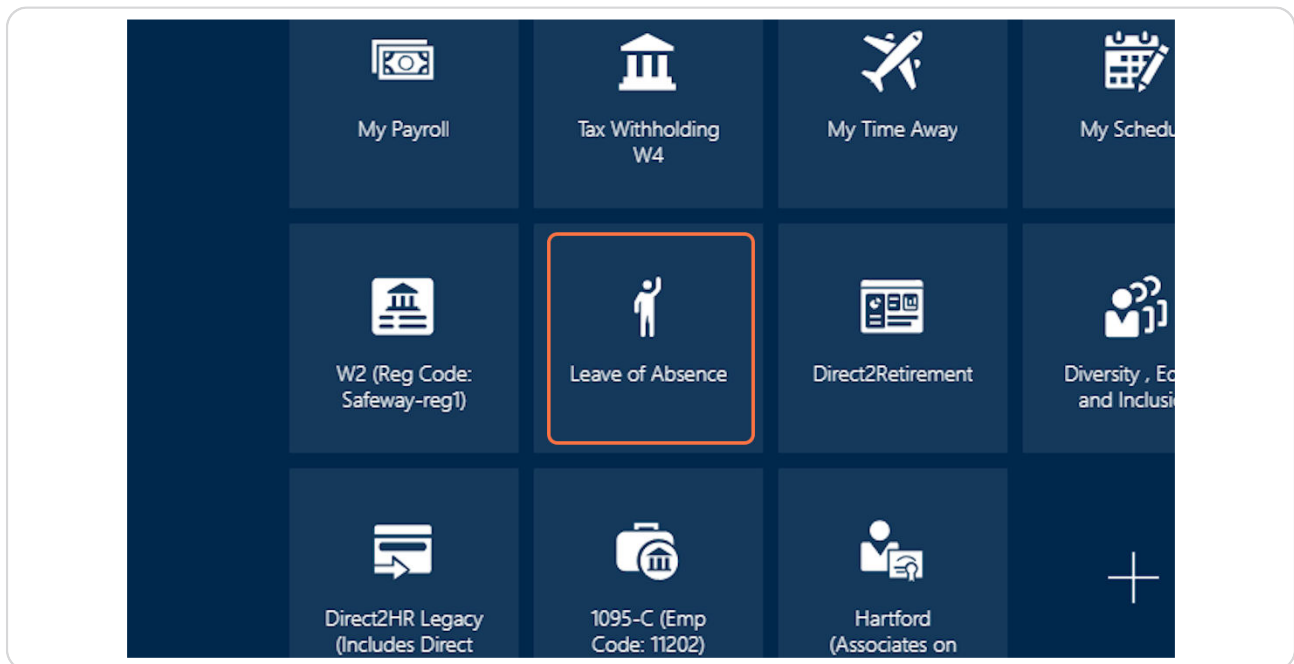
Last updated: April 14, 2025

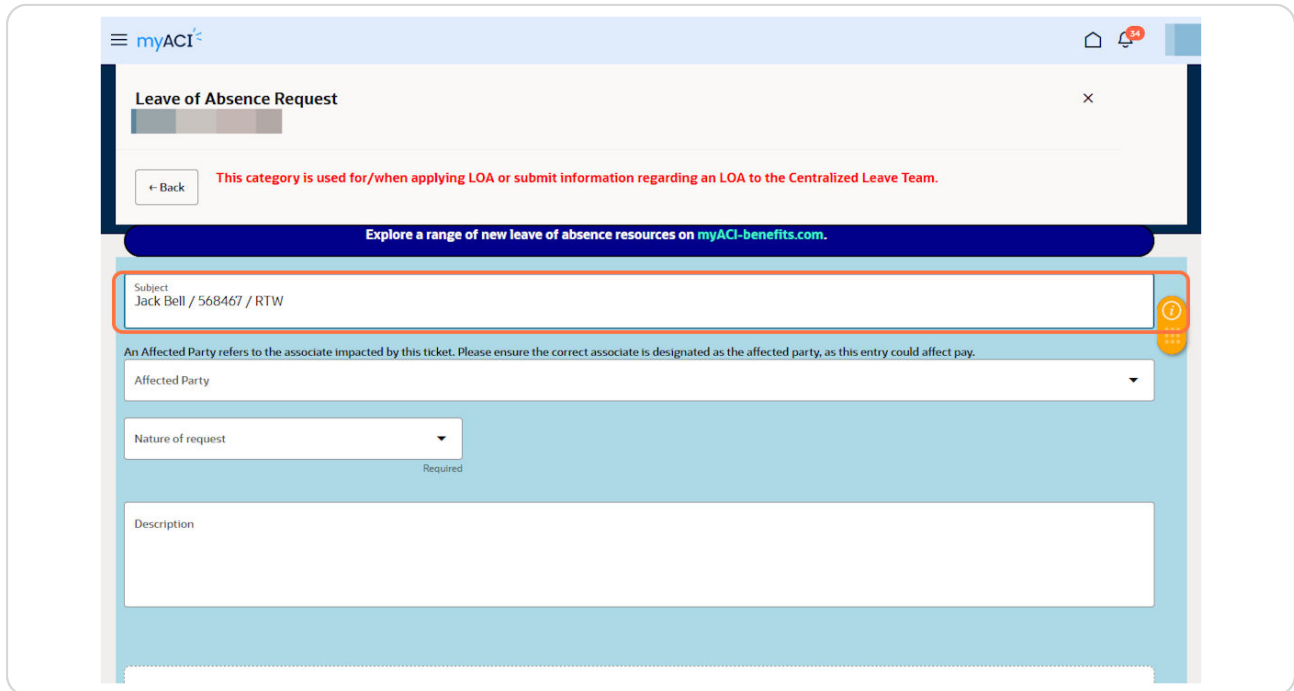**STEP 1**

Sign in to myACI then click on My HR.

STEP 2

Click on Leave of Absence.

Enter the subject for the leave request.

Example subject: "Jack Bell / 568467 / RTW"

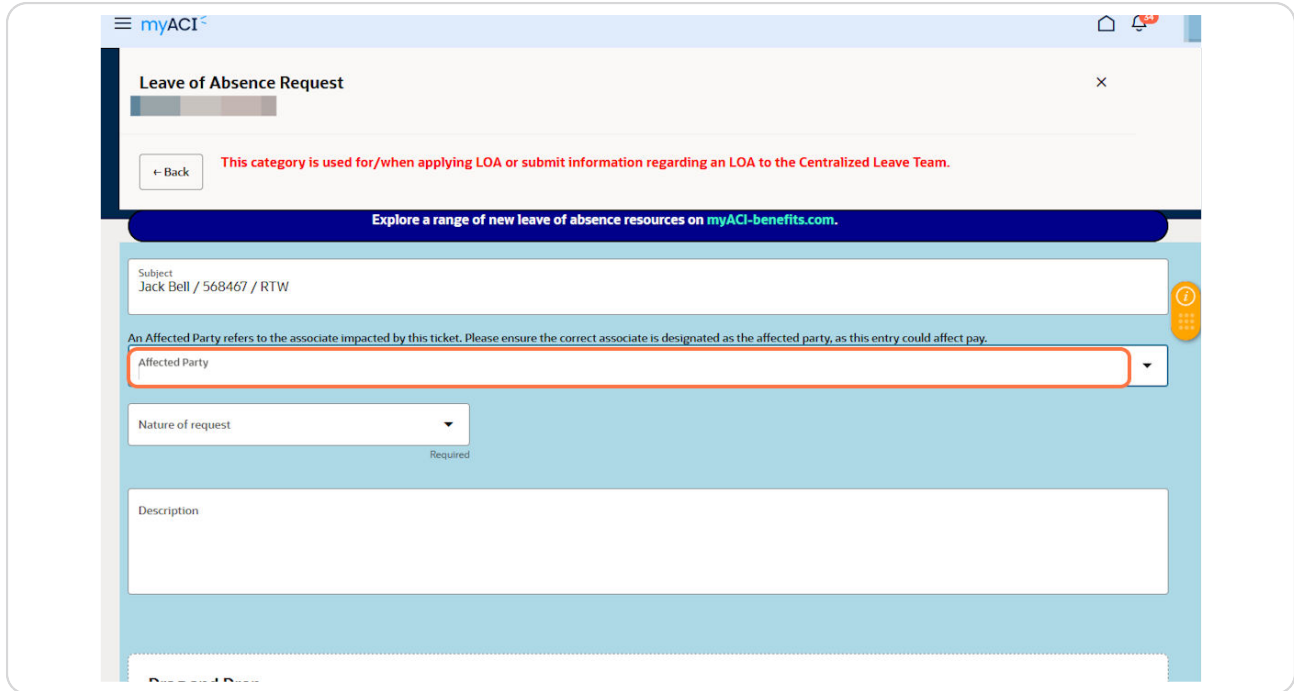**In the Affected Party Box, enter the Employee ID of the associate for whom the Return form Leave request is for.**

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.

Select Return from LOA from request category.

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.

Select the date the associate returned to work.

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

Drag and Drop your documents in this section.

NOTE: Documents must be in PDF or JPEG format no larger than 8MB.
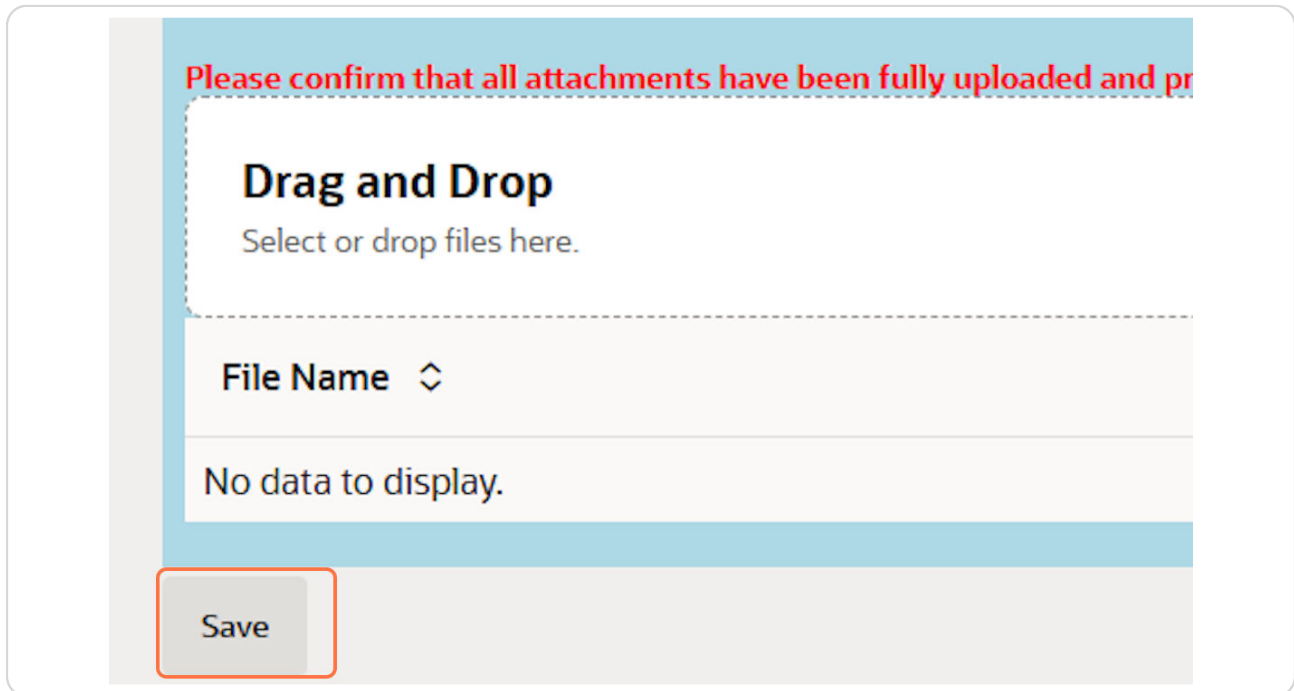**Important: Ensure ALL documents have been uploaded before moving to next steps**

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.