

Return from Leave Checklist – Manager Checklist

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This checklist outlines the steps that a manager should apply when an employee is returning from a definite leave of absence.

RETURN FROM LEAVE CHECKLIST		
Manager Checklist		
Upon learning of return from leave of absence, complete the following portion of the checklist:		
Notification	<ul style="list-style-type: none"> ○ Discuss return date with employee. If ended earlier than originally anticipated, return to work needs to be provided in writing and in accordance with collective agreement. ○ Notify HRSC of return to work date by email. ○ Notify term employee of end of term assignment. See Employee Vacating Position – Manager Checklist 	<input type="checkbox"/>
Government Property	<ul style="list-style-type: none"> ○ Prepare/obtain all government property for employee's return, including but not limited to: <ul style="list-style-type: none"> • Security / Access Card • Cell Phone / Blackberry / Pager • Transit Pass (Regina only) / Parking • Membership Card • Calling Card(s) • ID Card • Credit Card(s) / Purchasing Card* • Computer / Office Equipment • Keys • Uniform ○ * If employee is an authorized purchaser, contact suppliers and vendors to add employee as authorized purchaser. 	<input type="checkbox"/>
Government Systems	<ul style="list-style-type: none"> ○ Complete Service Request form and send to ITO to request system access. This should include specific application access, for example, OCSM, MIDAS. ○ Provide updates as appropriate: <ul style="list-style-type: none"> • Distribution Lists (internal) • Organization Charts (Business Partner) • Telephone Records (Corp Services) / Government Directory • Email Groups (admin support) • Signing Authorities (Financial Br) • Scheduling Lists (internal) 	<input type="checkbox"/>
On day of return, complete the following portion of the checklist:		
Work Transition	<ul style="list-style-type: none"> ○ Communicate workload transition plan to returning employee, co-workers and any other stakeholder(s). ○ Deliver refreshers and updates to returning employee. 	<input type="checkbox"/>
HRSC Employee Communication	<ul style="list-style-type: none"> ○ Advise employee that they will be receiving information from HRSC regarding the option to pay pension arrears (if applicable) as a result of being on a leave of absence. 	<input type="checkbox"/>
Entitlements	<ul style="list-style-type: none"> ○ Advise employee that HRSC will calculate and enter the return from leave credits (if applicable). 	<input type="checkbox"/>
Government Property	<ul style="list-style-type: none"> ○ Distribute all government property, including but not limited to: <ul style="list-style-type: none"> • Security / Access Card • Cell Phone / Blackberry / Pager • Transit Pass (Regina only) / Parking • Keys / Uniform • Calling Card(s) • ID Card • Credit Card(s) / Purchasing Card • Computer / Office Equipment 	<input type="checkbox"/>
Communication	<ul style="list-style-type: none"> ○ Inform Timekeeper of employee return. 	<input type="checkbox"/>
Return from Maternity Leave:	<ul style="list-style-type: none"> ○ If employee was in a term position at the commencement of the Maternity Leave (i.e. no permanent position held), advise of potential eligibility for the Special Retroactive Payment for the Supplemental Unemployment (SUB) Program and advise to submit an Application For Special Retroactive Payment Supplement to Employment Benefit (SUB) Program: Maternity – SGEU / Out of Scope; Parental – SGEU / Out of Scope Adoption; – SGEU / Out of Scope 	<input type="checkbox"/>
Return from Education Leave:	<ul style="list-style-type: none"> ○ Obtain copy of transcript ○ Forward transcript to Business Partner for entry into MIDAS and filing Personnel file. 	<input type="checkbox"/>