Hexcel's Workday User Manual

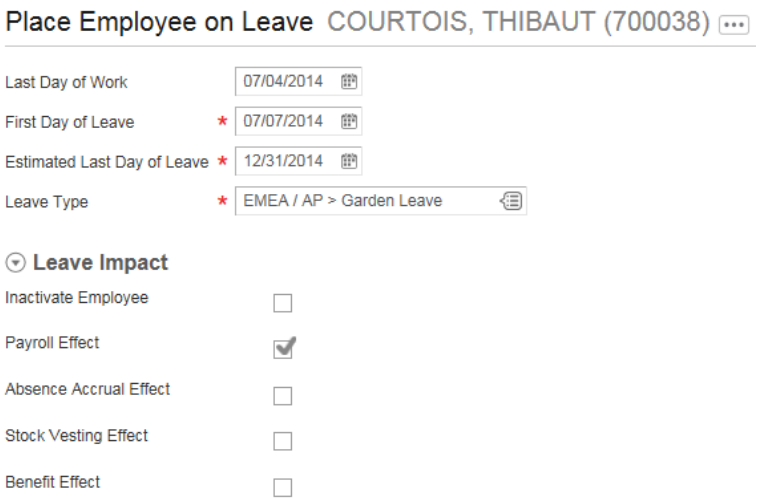
Chapter 5-10

GARDEN LEAVE

This pertains to the EU Only

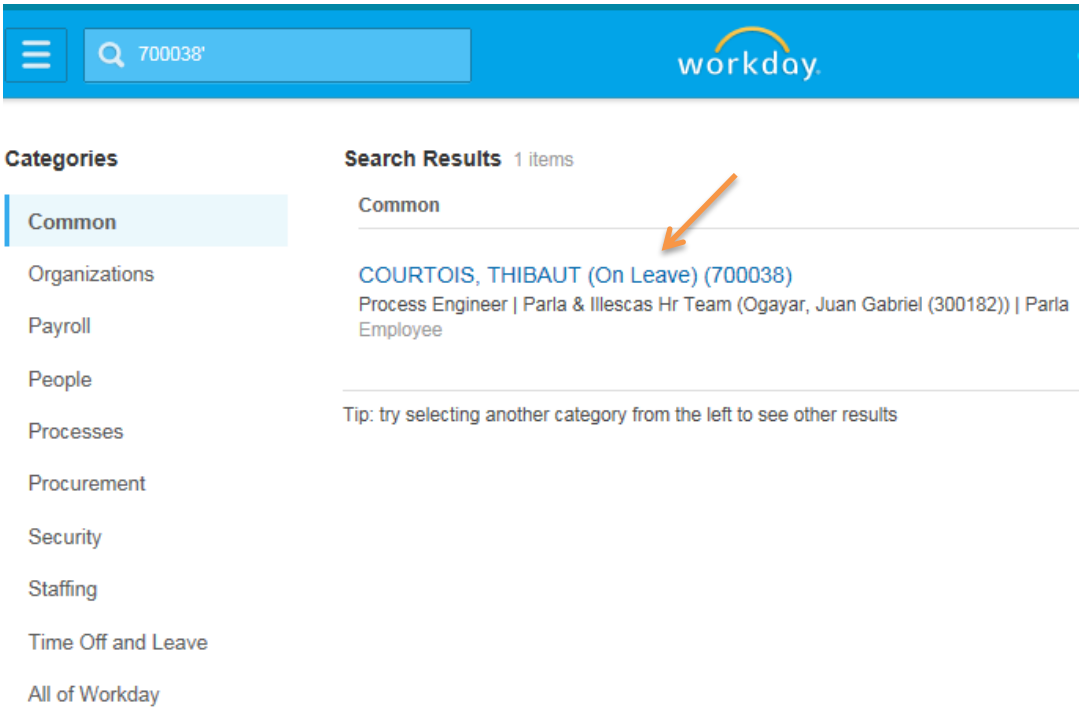
This section of the manual will provide information about putting an employee on a Garden Leave in order to account for or capture their status. They are currently being paid, but not working and not being counted in headcount.

- Enter the Employee Name or # in the Search bar
- Select , then hover over and select Time and Leave, then Place Employee on Leave
- Enter the Last Day of Work
- Enter First Day of Leave
- Enter Estimated Last Day of Leave
- Leave Type: Select and select EMEA / AP
- Two choice then appear; EMEA / AP > Garden Leave or EMEA / AP > Leave of Absence
- Select EMEA / AP > Garden Leave
- Payroll Effect box will automatically check – this automatically removes the employee from payroll and will require the employee to be paid via a manual process.



Select Submit, then Done

When employee is called up again, they now appear with (On Leave) after their name.



Date	Chapter Modified
8 Apr 15	*Updated chapter numbering from 5-8 to 5-10 since 5-8 is assigned to another topic. DLB*