**Cyclic Leave of Absence for Classified or Exempt**

**Putting on Leave of Absence:** Add + a row, add Effective Date (for the person below, their last contract day was 6/15), Action (Leave of Absence), Reason (Cyclic Leave), Save.



**Taking Off Leave of Absence:** Add + a row, Effective Date, Action (Return from Leave), Reason (Return from Leave) – (I’ve requested a Return from Cyclic Leave Reason be added), Save.



**For classified staff**, ctcLink will automatically prorate the salary based on the return from leave effective date. **For Compensation for Exempt**, see Compensation for Exempt on Cyclic Contracts documentation.

That’s it! 😊