



Manage Organization Controlled Absence **Scope Statement**

Purpose: The scoping statement is intended only to provide a brief overview of triggering events, outcomes of the business area process, identification of impacted processes and scope. The details behind the scope statement will be communicated via the presentation of the OV-5a Operational Activity Decomposition Tree and OV-6c Business Process Models.

Business Area Name: Manage Organization Controlled Absence

Assumptions:

- None

Scope: This activity is associated with reviewing, determining eligibility, and making a decision regarding an organization controlled absence request (e.g., pass and liberty, administrative absence (e.g., professional meetings, transition assistance programs, sporting events, and educational leave of absence)). This activity also includes counseling the Member as needed on the decision made regarding the request.

Trigger Event Information: The Manage Organization Controlled Absence process starts when a request for an organization controlled absence is received.

Business Area Outcome Information: The Manage Organization Controlled Absence process ends when the absence request is cancelled, not eligible, approved, disapproved or rescinded.

Business Areas interfacing with the Manage Organization Controlled Absence activity include (but are not limited to):

Human Resources Information- This process is used to show that the profile (human resource record) is being updated and consolidated in other business areas to reflect the current state of the profile.

Process Individual Information- This process is used to show all actions carried out by the Member that exchange information with this process.