



## **Manage Leave Sell Back** **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 Leave Sell Back

**Scope:** This activity is associated with processing a request to sell leave. This activity includes determining if the sale of accrued leave is permissible, sending leave sell back notifications, and updating the Time, Absence and Labor profile.

**Lines of Business:** Manage Personnel and Pay

**Trigger Events:** The Manage Leave Sell Back process starts when a leave request is received from a Member.

**Business Area Outcome Information:** The Manage Leave Sell Back process ends when a decision has been made regarding the request and the appropriate parties have been notified of the decision.

Business Areas interfacing with the *Manage Leave Sell Back* 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 the source of the leave sell back request that kicks off the process as well as the destination for decision notifications.

**Manage Compensation and Reimbursements-**The TAL Specialist will contact the Pay Specialist to notify them that a DoD Individual Customer is eligible for pay due to the sale of leave.