

9. Faculty Leaves of Absence

This chapter describes introductory information and procedures for requesting Faculty Leaves of Absence and Return from Leave of Absence in E-TRAC.

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9.1. Employee Change Request Page

For faculty lecturers there are **Paid Leave of Absences** and **Unpaid Leave of Absences**.

Employee Change Requests are initiated in the same manner as other E-TRAC requests.

- 1 Navigate to the Employee Change Request Page: **SFO Self Service > E-TRAC > E-TRAC Transactions > Employee Change**.

Figure 9-1 Employee Change Request Page

- 2 Click the **Add a New Value** tab.

Figure 9-2 Employee Change Request Page

- 3 Enter the **Effective Date** for the Employee Change which is the first business day on which the change will take effect. Note that for an employee termination, the effective date is the day after the last day worked, or the first day that the individual is separated from SFSU.
- 4 Click the **Select Employee** link. The **Find and Employee** page will appear.

Figure 9-3 Search criteria

- 5 Once you enter criteria a short list of matches will appear as a list. Select the appropriate employee from the list by clicking the highlighted link.

Search Results									
EmplID	Rcd#	Name	Status	Position	Job Code	Descr	DeptID	Dept Descr	Appt End
	0	Demetrius Kitses	Active		2360	Instr Fac AY	3310	CINEMA	03-JAN-07
	0	Anita Kitses	Active		2358	Lecturer AY	3500	ENGLISH LANGUAGE	01-JUN-07
	1	Anita Kitses	Terminated		2359	Lecturer 12 Mo	3080	ORSP/GRANTS AND CONTRACTS	25-MAR-05
	0	Jasmine Kitses	Terminated		1870	Student Assistant	3080	ORSP/GRANTS AND CONTRACTS	31-JAN-05
	1	Jasmine Kitses	Active		2358	Lecturer AY	3500	ENGLISH LANGUAGE	01-JUN-07

Figure 9-3 Search results based on search criteria

Note that the employee's current job status and department is brought into the Employee Change Information section of the screen. If you see two lines for the employee in the search results that means that they have multiple job assignments or concurrent jobs; each job will be differentiated by the Empl Rcd Nbr or Employee Record Number. Take special care to select the correct Empl Rcd Nbr.

Now that you've selected the proper employee, now you must select the appropriate action-reason combination.

9.2. Paid Leave of Absence

- 1 From the **Action** drop down list, choose **Paid Leave of Absence**.
- 2 The **Reason** drop down menu will yield four different reasons: **Difference in Pay AY**, **Difference in Pay one semester**, **Sabbatical AY – ½ pay**, **Sabbatical 1 QTR. 1 SEM**.
- 3 In the Proposed Values section, enter the last date worked (first day prior to the effective date).
- 4 Enter the expected return date. This date is the last academic workday of the semester in which the faculty is on leave.
- 5 Do not change the **FTE** or **WTU** fields.
- 6 Click **Save Work**. If you are ready to submit your transaction click **OK** on the confirmation page, then click **Submit** to submit your transaction.

9.3. Unpaid Leave of Absence (full and partial)

9.3.1. Full 100% Unpaid LOA

- 1 From the **Action** drop down menu, choose **Leave of Absence**.
- 2 From the **Reason** drop down list, choose **Personal** or **Professional**.
- 3 In the Proposed Values section, enter the last date worked.
- 4 Enter the expected return date.
- 5 Do not change the **FTE** or **WTU** fields.
- 6 Click **Save Work**. If you are ready to submit your transaction click **OK** on the confirmation page, then click **Submit** to submit your transaction.

9.3.2. Partial Unpaid LOA

- 1 From the **Action** drop down menu, choose **Paid Leave of Absence**.
- 2 From the **Reason** drop down menu, choose **Partial Leave - Personal** or **Partial Leave - Professional**.
- 3 Adjust the FTE or WTU to reflect the reduced time base. For example, the Active Time Base as opposed to Leave Time Base. (If .20 is the leave, then the FTE is .80).
- 4 Enter the Last Date Worked.
- 5 Enter the Expected Return Date.
- 6 Click **Save Work**. If you are ready to submit your transaction click **OK** on the confirmation page, then click **Submit** to submit your transaction.

9.4. Returning Faculty from Leave

- 1 From the **Action** drop down menu choose **Return from Leave**.
- 2 From the **Reason** drop down menu choose **Return from Paid LOA**, or **Unpaid LOA** as appropriate.
- 3 Click **Save Work**. If you are ready to submit your transaction click **OK** on the confirmation page, then click **Submit** to submit your transaction.