

# Process Guide for Leave of Absence

(academic professional)

Academic Affairs Manual (ACD) policies governing Health-Related Leave: [ACD 702-02](#)

Academic Affairs Manual (ACD) policies governing Family Leave: [ACD 702-03](#)

Academic Affairs Manual (ACD) policies governing Parental Leave with Pay: [ACD 710](#)

Academic Affairs Manual (ACD) policies governing Leave of Absence Without Pay: [ACD 707](#)

Academic Affairs Manual (ACD) policies governing Extension of the Probationary Period: [ACD 507-05](#)

- Step 1.** Academic professional consults with the unit to determine the type of leave requested.
- Personal Leave: e.g. Non-Medical (not related to the profession)
  - Health-Related Leave: e.g. FMLA, Family Leave, Parental Leave, Health-Related (non-FMLA)
  - Professional Leave: e.g. Related to profession (i.e. Fellowship, Research, Visiting Professor)
  - Sabbatical Leave request is a separate process. Please see [Process Guide for Sabbatical Leave for continuing appointment academic professionals](#).
  - Military Leave, Bereavement Leave, Vacation Leave, or Jury Duty: Consult with unit or college Human Resources representative for process.
- Step 2.** For leave types a, b, and c above, complete [Request for Leave of Absence](#) and submit electronic copies (**PDF**) of the form, along with other materials if required by unit/college procedures. A leave of absence may not exceed one year. A new form must be submitted if the request is for a new leave or an extension of an existing leave.
- Step 3.** The unit chair/director evaluates the request and approves or denies the request.
- Step 4.** Unit updates request for leave of absence form with all appropriate signatures.
- Step 5.** The unit submits **PDF** of each case to college dean for review. The case file includes the approved leave of absence form followed by other materials, if applicable, submitted in Step 2.
- It should be saved and titled using the following naming convention:  
College–Unit–LastNameFirstName – ActionAcademicYear  
(e.g. *CLAS-PSY-SmithJane-LeaveofAbsence2012-13*)
  - No hard copy file is required.
- Step 6.** The dean evaluates the request and approves or denies the request.
- Step 7.** College updates request for leave of absence form with all appropriate signatures and adds to the **PDF**, replacing the previous form.
- Step 8.** If the request is the first request for a leave of absence (i.e. not a consecutive request, not a request for extension of an existing leave) *and* the academic professional is neither requesting to be exempt from counting toward years of service nor for an extension of the probationary period, the dean approves or denies the request. Although the provost of the university does not need to approve the request in this case, no written notification may be given to the individual until the provost (or designee) has been notified. If step 8 applies, please skip step 9.
- Step 9.** The case file **must go** to the provost of the university for review if any of the following conditions exist and no written notification may be given to the academic professional until the provost (or designee) has notified the college of the decision:

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- a. If the leave of absence is exempt from counting toward years of service (i.e. years do not count toward years of service required for sabbatical leave)
- b. If the request is for a consecutive leave or an extension of an existing leave
- c. If the request is for an extension of the probationary period for a continuing-status eligible academic professional

**Step 10.** The college will notify the academic professional of the decision. The approved form will be distributed to the unit and provost of the university, as applicable.

**Step 11.** Unit/college must work with Employment Data Management and/or Benefits to process leave status and payroll. The unit must complete additional form(s) as appropriate. Leave will not be processed until necessary forms are received.

## GET ASSISTANCE

### Find Your Benefits Partner

<https://cfo.asu.edu/hr-benefitspartners>

Call internal extension 2-1748 or email [mailto:HR\\_Disability@asu.edu](mailto:HR_Disability@asu.edu)

### HR Business Center – Leaves Management

[http://www.asu.edu/fs/bom/leaves\\_mgmt.html](http://www.asu.edu/fs/bom/leaves_mgmt.html)

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## IMPORTANT REMINDERS

- If a change occurs after approval, the academic unit chair/director must be notified immediately. The dean as well as the provost of the university must also be notified of any changes. Unit works with Data Management and/or Benefits, as applicable.
- All components (files) of the PDF Portfolio must be in PDF format only. Do not include Word or Excel documents as components of the PDF Portfolio.
- Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.