

Process Guide for Business Leave of Absence

(faculty and academic professionals)

Academic Affairs Manual (ACD) policies governing Responsibilities of Faculty During Leaves from Campus: [ACD 701](#)

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

Faculty member should consult with the unit to determine the reason for the requested leave. Faculty should send an [email](#) with *Leave Request* in the subject line to process leave status and payroll for the following Leave types:

- a. Health-Related (FMLA, Family Leave, Parental Leave)
- b. Health-Related (non-FMLA, extension of FMLA, or consecutive leave)
- c. Personal: e.g., Non-Medical (not related to the profession)
- d. Military Leave, Bereavement Leave, Vacation Leave, or Jury Duty

This process guide is for Business Leaves: e.g., Related to the profession (i.e., Fellowship, Research, Visiting Professor). Please follow steps below:

- Step 1.** 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 2.** The unit chair/director evaluates the request and recommends approval or denial of the request.
- Step 3.** Unit updates request for leave of absence form with all appropriate signatures.
- Step 4.** The unit submits Leave of Absence **Form** to the college dean, along with PDF of the other materials if required by unit/college procedures for review.
- Step 5.** The dean evaluates the request and approves or denies the request.
- Step 6.** College updates request for leave of absence form with all appropriate signatures.
- Step 7.** College sends the completed [Request for Leave of Absence](#) to the provost of the university (or designee) using the naming convention College-Unit-Last Name First Name-LeaveOfAbsence-Year-Semester. Written notification may not be given to the faculty member until the provost (or designee) has notified the college of the decision.
- Step 8.** The provost (or designee) will notify the college of the decision. The college will notify the faculty member of the decision. The approved form will be distributed to the unit.
- Step 9.** 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.

NOTE: To maintain insurance coverage, the faculty member must make arrangements with HR to pay for benefits throughout their leave.

Information for the faculty requesting leave: <https://cfo.asu.edu/leaves-of-absence>

Information for the Department HR Rep/Supervisor/Manager: <https://cfo.asu.edu/leaves-management>

IMPORTANT REMINDERS

- If a change occurs after approval, the academic unit chair/director must be notified immediately. The dean as well as the Office of the University Provost must also be notified of any changes. Unit works with Data Management and/or Benefits, as applicable.
- Individuals who request a one-year extension of the probationary period must do so separately from a request for leave of absence. See [Process Guide for Extension of Probationary Period](#). Complete and submit [Extension of Probationary Form](#).
- Leave of Absence does not count toward years of service for sabbatical leave without provost approval.
- Sabbatical Leave request is a separate process. Please see [Process Guide for Sabbatical Leave](#).