

# Process Guide for Leave of Absence

with or without request for extension to probationary period  
(faculty)

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

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 506-03](#)

**NOTE:** 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.

- Step 1.** Faculty member consults with the unit to determine the reason for the requested leave.
- Personal: e.g. Non-Medical (not related to the profession)
  - Health-Related: e.g. FMLA, Family Leave, Parental Leave, Health-Related (non-FMLA)
  - Professional: 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](#).
  - 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.
- Under special circumstances, probationary faculty members may request, no later than the fall semester of the year prior to the year their tenure review is scheduled, a request for extension of probationary period. The approval process must include an agreement for the timing of the probationary review (if appropriate) and the tenure review. The request must address the good cause reason for the extension and whether the individual is on a trajectory for a likely positive outcome at the time of tenure consideration.
- An extension of probationary period may be requested at the same time as the request for leave of absence. Complete the reason for one year extension to probationary period request section on the request for leave of absence form.
- Step 3.** The unit chair/director evaluates the request and recommends approval or denial of the request.
- Step 4.** Unit updates request for leave of absence form with all appropriate signatures.
- Step 5.** The unit submits **PDF** of the materials to the college dean for review. The case file includes the approved leave of absence form followed by other materials, if applicable, submitted in Step 2.
- 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.** College sends the **PDF** to the provost of the university.
- 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 faculty member is neither requesting to be exempt from counting toward

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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, written notification may not be given to the individual until the provost (or designee) has been notified and the college has received confirmation.

If step 8a applies, please skip step 8b.

- b. 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 faculty member until the provost (or designee) has notified the college of the decision:
  - i. If the leave of absence is exempt from counting toward years of service for a tenured faculty member(i.e. years do not count toward years of service required for sabbatical leave)
  - ii. If the request is for a consecutive leave or an extension of an existing leave
  - iii. If the request is for an extension of the probationary period for a tenure-eligible faculty member

**Step 9.** The college will notify the faculty member of the decision. The approved form will be distributed to the unit and provost of the university, as applicable.

**Step 10.** 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:** In order to maintain insurance coverage, the faculty member must make arrangements with HR to pay for benefits.

## 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\\_mgmnt.html](http://www.asu.edu/fs/bom/leaves_mgmnt.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.
- Individuals who request a one year extension of the probationary period separately from a request for leave of absence should follow the Process Guide for Extension of Probationary Period.
- 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.