

## SAS Guidelines: Leave of Absence (Faculty)

- For information on Standing Faculty Leave of Absence, refer to <http://www.sas.upenn.edu/deans-office/faculty/III-G.html>
- SAS RBO Business Administrator is to enter the leave status and funding source(s) into the PennWorks payroll system.
  - Update leave status:
    - *Employee Status* is to be coded according to the LOA action. Select from drop down list. Be sure to change status to “active” when the faculty member returns from LOA.
    - *LOA with Pay* and *LOA without Pay* – The status date is to reflect the date the faculty member actually goes on leave (mm/dd/yyyy).
    - *LOA without Pay* – A faculty member may go on leave without salary during the fall semester (July through December) but still receive summer salary. In this case, the SAS RBO Business Administrator is to update the Employee Status with leave of absence coding after the summer salary distribution end date; otherwise, the faculty member will not receive the summer salary payment.
    - *Return from LOA* – The return date should be the month, day and year the faculty member expects to return – not the date of the last month of leave. Ex: If faculty member is on leave during the spring semester (January through June), the return date should be 07/01/yyyy.
    - *LOA Reason* – Select from drop down list
  - Update funding source: SAS RBO Business Administrator is to update the funding distribution in PennWorks. Use University LOA account for faculty who use leave credits toward their scholarly leave.
- Contact SAS Senior Administrator for Faculty Affairs (Kathy Fey, [kfey@sas.upenn.edu](mailto:kfey@sas.upenn.edu) or 8-5369) with questions about LOA for SAS faculty.