

PSOM BUSINESS PROCESS FLOW: REDUCTION IN DUTIES (PARTIAL LEAVE OF ABSENCE)

Objective: How to process a reduction in duties for faculty. *Note: This process does not apply to AC Track reduction in effort 20% or greater.*

Workday Role	Action	Responsible Party
N/A	1. Department will submit the signed Reduction in Duties Request Form to FAPD via email. Faculty Coordinator must cc designated HR Analyst on the email who will continue process after FAPD initiates action in Workday.	Faculty Coordinator/
FAPD HR Partner	2. FAPD will review and initiate partial leave request in Workday entering the following information: <ul style="list-style-type: none"> a. First Day of Leave b. Last Day of Leave ` c. Leave Type – Partial Leave > Reduction in Duties d. Leave Reason – choose appropriate reason for leave e. Percentage of reduction - enter in COMMENT field f. Upload the request form & FADS minutes (if extending current reduction) g. Description – Reduction in Duties Request & minutes h. Category – Leave of Absence 	FAPD
Workday Process Flow	3. Once FAPD submits request, the Approval flow will be: <ul style="list-style-type: none"> a. Department – HR Analyst b. Manager/Academic Chair c. HR Partner – FAPD or Dept. d. Dean or Dean’s Delegate e. Provost f. Attachments section enter: Form & letter, or contract agreement if applicable 	N/A

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<p>Manager</p> <p>HR Executive (delegated)</p>	<p>4. Once FAPD initiates the Leave in Workday:</p> <ul style="list-style-type: none"> a. Department “Manager/Academic Chair” b. Dean or Dean’s Delegate c. Provost 	<p>Chair/Chair Delegate</p>
<p>HR Analyst</p>	<p>5. Once leave is approved by the Provost, the designated department HR Analyst will receive a task to update the costing allocations.</p> <ul style="list-style-type: none"> a. To update Costing Allocations: See University Tip Sheet (Step 11) LINK TO UNIVERSITY TIP SHEET: Time Off & Leave – Manage Academic Leaves of Absence & Partial Leaves: https://www.workday.upenn.edu/docs/default-source/tip-sheets/time-off-and-leave-manage-academic-leaves-of-absence-and-partial-leaves.pdf?sfvrsn=4e04 	<p>Department</p>
<p>HR Analyst</p>	<p>6. At the end of the ONE-year reduction period, Department must “return the faculty member from leave (otherwise he/she will remain on leave), or submit a new request for an additional year of Reduction in Duties.</p>	<p>Department</p>

LINK TO LEAVE OF ABSENCE FORM: https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/RID_Form.docx

LINK TO LEAVE OF ABSENCE FORM FOR PHASED RETIREMENT: https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/RID_Phased_Retirement.docx

LINK TO UNIVERSITY POLICY: <https://catalog.upenn.edu/faculty-handbook/ii/ii-e/>

