

PSOM BUSINESS PROCESS: SABBATICALS (ACADEMIC LEAVE OF ABSENCE)

Departments must designate who will be responsible for the sabbatical data (Salary distributions, costing allocations, Compensation Plan etc.) The system is often set up to indicate individual in HR Analyst role – this may not be the most appropriate individual in all cases. This designee should be the person to submit the Leave Application form to FAPD.

Workday Role	Action	Responsible Party
Outside of Workday	<ol style="list-style-type: none"> 1. Department will submit the following to FAPD via e-mail: <ol style="list-style-type: none"> a. Completed Leave of Absence form b. Letter of Sabbatical Plan from faculty member to chair c. Calculation of sabbatical completed by department, i.e. spreadsheet d. If Leave for Employment Elsewhere – signed Contract Agreement 	Faculty Coordinator
HR Partner/HR Analyst	<ol style="list-style-type: none"> 2. FAPD will review request and, if necessary, follow-up with Department designee 	BA/Director of Finance
FAPD HR Partner	<ol style="list-style-type: none"> 3. FAPD will initiate request in Workday entering the following information: <ol style="list-style-type: none"> a. Last Day of Work b. First Day of Leave c. Estimated Last Day of Leave d. In comments section, type in sabbatical type TRADITIONAL or COMPRESSED e. In attachments sub-section: Form, letter & contract agreement if applicable 	FAPD

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Workday Role	Action	Responsible Party
Manager HR Executive (Dean) Provost	4. Once FAPD initiates the Leave in Workday: <ul style="list-style-type: none"> a. Department “Manager/Academic Chair” b. Dean or Dean’s Delegate (will be changing to be VAM/ESR) will approve c. Provost will review and approve 	Chair/Chair Delegate
Department HR Analyst	5. Once leave is approved by the Provost, the designated department HR Analyst will receive a task to update the costing allocations.	BA/Finance/ Payroll
	6. 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	
	7. Department must also update the Compensation Plan which should be consistent with what is on the documentation submitted to FAPD.	
HR Analyst	8. At the end of the sabbatical Department must: <ul style="list-style-type: none"> 1. return the faculty member from leave (notification will be sent via Workday) 2. Start pay again 3. Department must be aware if faculty member returns earlier than anticipated 	

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* If any change in effort or funding – department must submit a new Request

LINK TO LEAVE OF ABSENCE FORM: https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/Faculty_Leave%20of_Absence_Form.docx