

Leaves of absence of one year or less with or without pay may be granted by GSU's president and reported to the Chancellor. Such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The Board of Regents and the University System of Georgia have promulgated several policy/guidance documents which govern the rules around faculty leaves of absence.

- [Board of Regents Policy 8.2.7.4 – Educational and Professional Leave](#)
- [Academic and Student Affairs Handbook 4.10.2 – Educational and Professional Leave](#)
- [USG Human Resources Administrative Manual – Policy on Education Leave without Pay](#)

With these policies in mind, GSU has developed the below procedures to ensure a practical and effective process for determining the type of professional leave that is appropriate and effectuating its institutional implementation.

**\*Please note – this document only encompasses faculty leave with or without pay for educational or professional reasons. FMLA, sick leave, and other types of medical leave are coordinated by and requested directly through the HR Benefits Office. Academic Units and the Office of Faculty Affairs are not allowed to route or assist in this approval process. If the faculty member is requesting a probationary clock stoppage as the result of an approved FMLA, they will follow these steps and attach the FMLA designation document received from the Benefits Office when the FMLA is approved to the LOA form with the clock stoppage information added. No additional justification is needed in this instance.**

#### **Faculty Requestor:**

1. Complete and sign the Recommendation for Leave of Absence form electronically.
  - a. Faculty cannot alter the terms of the LOA Form unilaterally.
2. Attach a current CV.
3. Attach any relevant supporting documentation to justify the leave of absence.
4. Attach a copy of any proposal or award document.  
Submit form to your Chair/Director to begin the University approvals process.

#### **University Approvals:**

1. Chair/Director should carefully review the LOA Form and only approve the leave after considering the following:
  - a. Is the leave within the parameters of BOR Policy?
  - b. What effect will granting the leave have on the department?
    - i. If the employee's work cannot be handled by other employees and if funds are not available for the employment of a substitute, the leave should be denied or deferred.
2. Attach a detailed, signed recommendation memo addressed to the Dean and the Provost justifying the approved leave.
  - a. If the leave will be with pay, the memo must detail the pay distribution and source. This information must also be included on the form. Leaves with pay shall only be granted for the purposes of promoting scholarly work and encouraging professional development.
3. Submit the form and attachments to your unit HR representative, or electronically to the college faculty coordinator, who will transmit the request to the Dean for Academic Unit approval.

4. After the Dean has reviewed and approved the LOA request, the request is routed to the Office of Faculty Affairs.
5. OFA will review and send to the Provost and President for their independent review and approvals.
  - a. The President should not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of fewer than three (3) years.
6. When final approval is received from the President, OFA will inform the Dean's Office and the Dean's Office will inform the Chair and faculty member.

**Unit HR Representative (post-approval processing):**

1. Review the LOA Form to ensure all required information is entered.
2. Keep a copy of the LOA Form and supporting documents for your records.
3. Submit the LOA Form and all supporting documents electronically to the college faculty coordinator.
4. Once all required approvals have been given, complete a paper PAF and submit that along with a copy of the Approved LOA Form to HCM, Payroll and GSU Benefits to update the system.
  - a. For most professional/educational leave, the faculty member's FTE should remain at 1.0 FTE.
5. Once the Faculty Requestor returns to GSU, submit a paper PAF to indicate the return from LOA.