

## Sabbatical Leave (full pay or half salary)

Select My Client Groups  
Select Show More  
Select Change Assignment  
Search for Employee Record

### Action Details – When and Why

When does the assignment change start: Effective start date of leave

Choose one:

What's the way to change the assignment: **Leave**

Why are you changing the assignment: **Sabbatical Leave (Full Pay)**

**OR**

What's the way to change the assignment: **Faculty Sabbatical (Half Salary)**

Why are you changing the assignment: **Faculty Sabbatical (Half Salary)**

Continue

### Assignment Section

Assignment Status – Sabbatical (use for full pay)

OR Sabbatical (Half Salary)

Continue

### Additional Assignment Information

Select **Add**

Enter the next sequence number or if first enter 1

User Status – Sabbaticals **OR** Sabbaticals (half sal)

**NOTE:** Under User Status click the dropdown, click Search, within Value type Sabbaticals OR Sabbaticals (Half Sal). Click Search. Highlight the selection and click OK.

Start Date – start date of leave

End Date – end date of leave

Reason – Paid actual end date

OK

Continue

### Salary Section – **ONLY COMPLETE IF SABBATICAL (HALF SALARY)**

Enter **-50.00** in the Adjustment Amount field. This will automatically calculate the Adjustment Amount as well as the Annual Salary/Annualized Full-Time Salary.

**Note:** If there is a future salary record, you will receive a warning message: One or more future salary records exists, so the proposed salary will apply only until the closest future salary starts.

**Note:** If there is already an existing salary record with the same effective date, you will receive a warning message indicating that you are correcting an existing salary.

#### 4 Salary



One or more future salary record exists, so the proposed salary will apply only until the closest future salary starts.



You're correcting an existing salary.

If there is a need to review the current Salary Details, select **Show Current Details**.

Include required attachments

Submit

## **REQUIRED ATTACHMENTS NEEDED**

1. Faculty member's written request, stating purpose of leave and requested time period
2. Prospectus of scholarly work proposed by candidate
3. Letter of invitation from the institution or scientist where sabbatical work will be conducted
4. Letter of proposal from department chair to contain:
  - Endorsement
  - Assurance of coverage for duties and responsibilities of the faculty member
5. Plan for grants while on sabbatical and approval from awarding agency
6. Verification that COI Office has been notified and any COI has a management plan
7. Current CV