

Faculty Sabbatical Leaves and Leaves of Absence Without Pay in Workday

Overview

All requests for faculty sabbatical leaves and leaves of absence without pay (including the project description) are to be submitted through Workday. Submitted requests are first sent to the department or program chair for review and approval, and then to the provost's office for final review and approval (if the requester is a chair a workaround is needed; please see instructions below). Following the approval process in Workday, the provost's office sends an approval letter to the requester, with a copy to the chair. **Requests for revisions** to previously approved leaves are to be submitted by email to hspizz@smith.edu.

Instructions for Submitting Requests

1. Click the **Time Off Application** on your Workday Homepage
2. Click **Leave of Absence** under the Request section
3. Enter **First Day of Leave**
 - For fall or academic year leaves, enter **07/01/20XX**
 - For spring or calendar year leaves, enter **01/01/20XX**
4. Enter **Estimated Last Day of Leave**
 - For fall or calendar year leaves, enter **12/31/20XX**
 - For spring or academic year leaves, enter **06/30/20XX**
5. In the **Leave Type** field, select **Faculty**
 - For one-semester sabbaticals or full-year sabbaticals at full pay, select **Sabbatical**
 - For full-year sabbatical at 2/3rds pay, select **Sabbatical (2/3 Pay)**
 - For leaves without pay that are contingent on funding or when no funding is being sought, select **Leave of Absence Without Pay (Faculty)**—See [Information for Faculty Applying for Leaves Without Pay](#) for additional information
 - For leaves without pay with external funding, select **LWOP – Externally Funded Research Leave**—See [Information for Faculty Applying for Leaves Without Pay](#) for additional information
 - If you are requesting both a one-semester sabbatical and one-semester leave without pay, you will need to submit two separate requests.
6. In the **Attachments** section, upload a file containing a **1-2 page description** of your projected research, study, writing, or other creative work.
 - The description should include:
 - current status, expected progress during the leave, and anticipated completion date
 - course coverage information
 - **for leaves without pay only**: whether outside funding has been secured—if yes, the funding source and amount; if no, whether the leave is contingent on outside funding
 - In the **Category** field, select **Time Off** (leave Description field blank).
7. Click **Submit**
8. **For Chairs only (both of your home unit or another unit)**: After you submit, you will receive notification that you need to approve your own leave. Instead of selecting Approve, select **Add Approvers**. Then select **Absence Partner**, then **Hayley D. Spizz**, then **Submit**.

Instructions for Approving Requests

1. Click the **Inbox** on your Workday Homepage
2. When the department/program has reviewed and approved the request, click **Approve**

Please contact Hayley Spizz, Faculty Policies Administrator, at hspizz@smith.edu or x3005 with questions.
