

Faculty Sabbatical Leaves and Leaves of Absence Without Pay in Workday Overview & Instructions

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/program chair for review and approval, and then to the provost's office for final review and approval (if the requester is a chair of their own unit, it goes directly to the provost's office for review and approval). 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.

Faculty have access to view their current accruals and approved leaves in Workday (see instructions below).

Instructions for Submitting Requests

1. Select the **Time Management Hub** under My Workspace
2. Select **Request Absence** under the Overview section
3. Select **Date Range** and Enter **Start Date**
 - For fall or academic year leaves, enter **07/01/20XX**
 - For spring or calendar year leaves, enter **01/01/20XX**
4. Enter **End Date**
 - For fall or calendar year leaves, enter **12/31/20XX**
 - For spring or academic year leaves, enter **06/30/20XX**
5. Select **Continue** and then use the **Type of Absence** dropdown to select the **Faculty Leave Category** and select one of the following leave types:
 - 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. Select **Continue** and then 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
 - **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
7. In the **Category** field, select **Time Off**.
8. Select **Submit**

Office of the Provost/Dean of the Faculty

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<https://www.smith.edu/about-smith/provost/leaves>

Instructions for Approving Requests

1. Select the **Inbox** on your Workday Homepage
2. Following the department's/program's review and approval of the request, select **Approve**

Instructions for Viewing Approved Sabbaticals and Leaves and Current Sabbatical Accruals

1. Select the person icon in the upper-right hand corner of your screen to select **Profile** and then select **View Profile**
In the left-hand panel of your screen, scroll down to select **Absence**
2. In the **Absence Requests** tab, you will see your current, future, and previously approved sabbatical and leaves
3. In the **Absence Balance** tab, you will see your current sabbatical accruals (Note: Workday defines the Unit of Time as Days, however, at Smith there isn't a Unit of Time for sabbatical accruals)

Please contact Hayley Spizz, Senior Advisor of Faculty Policies, Development, and Equity, at hspizz@smith.edu or x3005 with questions.
