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:
     o current status, expected progress during the leave, and anticipated completion date
     o course coverage information
     o 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.