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 the chair, the request is sent to the provost). Following the approval process in Workday, the provost’s office sends approval letters through campus mail to the requester, with a copy to the department or program chair.

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)
   - For leaves without pay with outside funding (see note below), select LWOP – Externally Funded Research Leave
   - 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, add a file containing a 1-2 page description of your projected research, study, writing, or other creative work, which includes:
   - 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
7. Click Submit

Note: When a leave of absence without pay comprises both external funding and compensation from Smith (i.e. salary supplement and/or benefits), it is considered an externally-funded research leave. Please see the Moneybook (https://www.smith.edu/about-smith/provost/grants-funding) for information on supplemental salary that may be available for faculty on outside grants.

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 Specialist, at hspizz@smith.edu or x3005 with questions.

Office of the Provost/Dean of the Faculty
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https://www.smith.edu/about-smith/provost/leaves