OHR END-USER DOCUMENTATION OVERVIEW

LEAVE OF ABSENCE
BUSINESS REASONS

BENEFITS DESIGN & MANAGEMENT
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## Purpose
This document outlines the basic information you will need to approve and process an employee's request for the following type of leave:

**Leave of Absence – Business Reasons**

## Objectives
After reading this guide, you will be able to determine an employee’s eligibility for leave and complete the appropriate leave paperwork.

## Overview
The forms required for leave administration have been designed to provide the mandated information required by ASU policy.

## Employee Eligibility

### Classification:
- Faculty
- Academic Professional
- Administrator
- University Staff
- Classified Staff

### Employment Type:
- Regular
- Long-term Temporary

### Work Hours:
- Full-Time

## Reason
An employee is eligible for leave for the following reasons:

- Business-related, non-medical personal purposes such as:
  - Administrative Leave
  - Business Leave
    - Fellowship
    - Research
    - Visiting Professor
    - Professional
  - Hold: Position held pending funding
  - Sabbatical

## Duration
In no case should any combination of paid or unpaid leave of absence (e.g., FMLA, extended leave of absence, business-related leave) and paid leave benefits (e.g. vacation) be for more than 12 consecutive months from the first day of leave.
Definitions

Leave of Absence
A (paid or unpaid) employment category designating that an employee is in a non-work status.

Leave Benefit Plan
A benefit (e.g. vacation, sick or parental leave) that compensates the employee when he/she is absent from work.

Step 1 Determine Leave Process

To effectively manage leaves, it is important to understand the process in your particular Dean or VP area.

Centralized:
One person, (e.g. a Department Leaves Representative, a BOM, a Data Time Administrator, or a HR Manager) handles all aspects of the process for your Dean or VP area.

Decentralized:
Each separate division (office, unit, department, or team) within your Dean or VP area handles the entire process for the employees in that particular section.

Hybrid:
The process is handled individually by each separate division, but channeled through one main authority in your Dean or VP area.

Step 2 Complete required steps for Leave of Absence for Faculty and Academic Professionals

Provost Process Guide for Leave of Absence - Faculty

➢ Mandatory for Holds: Department must obtain Office of General Council (OGC) approval for all Holds – with benefits prior to approving Hold. Proof of OGC approval must accompany the request form.

➢ NOTE: A leave of absence cannot be effective on the same date as a hire date.
Step 3 Complete and Issue the Leave of Absence or Hold Business Reasons form

LEAVE OF ABSENCE OR HOLD - REQUEST FORM
BUSINESS REASONS

Required Leave Information

Employee Name: ___________________________ ID Number: _________________________
Department Name: ______________________ Department Number: ________________

Leave Dates
Beginning Date of Leave: __________ Return from Leave Date: __________

Type of Leave
☐ Administrative Leave
☐ Business Leave  *IMPORTANT: Fax a copy of this form to 480-993-0007 for salary based benefits adjustments
☐ Hold
☐ Sabbatical  ☐ One Semester  ☐ Two Semesters

Leave Pay Status
☐ Paid  ☐ Unpaid

Leave Benefits Status
☐ Benefits  ☐ No Benefits  ☐ Prior OHR Approval Required attach copy

➢ After all required approvals have been obtained, complete the Leave of Absence or Hold Business Reasons form
➢ Issue this form in the pay period in which the leave occurs.

➢ Fax the completed form along with the completed Application for Leave of Absence for Faculty and Academic Professionals to FS Employment Data Management at 480.237.9011.
  • If Business Leave (Not Administrative, Hold or Sabbatical), fax copy to FS Employment Data Management at 480.237.9011 AND fax copy to OHR Benefits Data Management at 480.993.0007.

➢ Indicate the date faxed and place in employee’s department leave file
Step 4 Issue the ASU Leave of Absence or Hold – Business Reasons Designation Notice

- Upon approval of leave, complete and mail to employee within 10 business days.
- Indicate date form given to employee on copy and place in employee’s department leave file.

![ASU Leave of Absence or Hold – Business Reasons Designation Notice](image-url)
Step 5 Complete the Leave of Absence Status Change Form

- Issue this form *in the pay period* any of the following events occur:
  - The duration of leave period changes
  - The type of leave changes
  - The pay status changes
  - The employee returns to work

- Fax copy to **FS Employment Data Management** at 480.237.9011
  - If Business Leave (Not Administrative, Hold or Sabbatical), fax copy to **FS Employment Data Management** at 480.237.9011 **AND** fax copy to **OHR Benefits Data Management** at 480.993.0007.

- Indicate the date faxed and place in employee’s department leave file.
Process Checklist - Quick Reference Guide

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| SPP Policies |
| 404-04 Overtime |
| 702-01 Vacation Leave |
| 704-06 Administrative Leave of Absence |

| FORMS |
| Specific to Leave of Absence or Hold – Business Reasons |

| Application for Leave of Absence for Faculty and Academic Professionals |

| Leave of Absence or Hold - Request Form Business Reasons |

| Leave of Absence or Hold Business Reasons Status Change |

| Leave of Absence or Hold – Business Reasons Designation Notice |