Faculty Time Away

Office of Faculty Affairs
November 9, 2023
Options
Leave of Absence

• FMLA
  • Faculty member works directly with leave specialist to provide required documentation and obtain approval.
  • HR Contact and Partner should still ensure that all compliance areas are addressed.

• Non-FMLA Medical
  • If the faculty member needs time away for a medical reason for themselves, they may work directly with leave specialist, who will coordinate with ADA Coordinator to determine eligibility.
  • If the faculty member does not qualify for an ADA accommodation or if the request is to care for a family member, they may request non-FMLA medical leave through their supervisor, working with their HR contact to submit a Faculty Leave of Absence Request via GT-TRACS.
  • HR Contact and Partner should ensure all compliance areas are addressed.

• Educational/Professional Leave
  • Allowable when the faculty member is requesting leave to for an educational or professional activity that is mutually beneficial to the employee and to Georgia Tech.
  • Requests beyond one year must be submitted and approved by the Chancellor’s Office prior to the start of the leave.

• Regents’ Innovator Leave
  • A special unpaid LOA, approved by the Board of Regents’ for faculty members to work on their startup companies.

• Personal Leave
  • An unpaid leave utilized when the options above do not apply.
Other Options

• Active Service, Modified Duties (ASMD)
  • Requires 100% work commitment to Georgia Tech.
  • Available to instructional faculty.
  • Provost’s Office provides funds to the unit to cover replacement teaching.
  • Faculty member and supervisor agree upon replacement duties.
  • Cannot be utilized at the same time as a leave of absence.

• Inter-Governmental Personnel Agreement (IPA)
  • Faculty member works for a Federal agency while remaining on Georgia Tech appointment.
  • There is a mutual benefit to the government agency, faculty member, and Georgia Tech.
  • Usually involves some cost share between Georgia Tech and the Federal agency.
  • Processed as a Change in Appointment.
  • Not all limited-term jobs with federal agencies are IPAs.

• Joint Appointment with Outside Entities
  • Examples include, but are not limited to, appointments with national labs and other universities.
  • If remaining on Georgia Tech appointment, processed as a Change in Appointment.
  • If being paid directly by the outside entity, processed as a Leave of Absence.
Reporting
Reporting Extended Absences for Medical Reasons

- All absences of 5 consecutive days or more due to illness require a doctor’s note to return.
- Absences of 5 consecutive days or more due to a serious illness of the employee or an immediate family member require FMLA.
- If a faculty member is absent less than two weeks, the faculty member should work with their supervisor to record the absence. If the faculty member is 12-month, the time should be recorded as sick leave.
- Any absence longer than 2 weeks but shorter than 8 weeks require an Absence from Campus Form submitted via GT-TRACS.
- A Leave of Absence is required anytime a faculty member is absent for more than 8 weeks. This includes all intermittent absences. All leaves of absence not related to FMLA require a Leave of Absence Form submitted via GT-TRACS.
Reporting Extended Absences (Non-medical)

- If a faculty member is absent less than two weeks, the faculty member should work with their supervisor to record the absence. If the faculty member is 12-month, the time should be recorded as vacation leave.

- Any absence longer than 2 weeks but shorter than 8 weeks require an Absence from Campus Form submitted via GT-TRACS.

- A Leave of Absence is required anytime a faculty member is absent for more than 8 weeks. This includes all intermittent absences. All leaves of absence not related to FMLA require a Leave of Absence Form submitted via GT-TRACS.
Approvals for non-FMLA Leave

**Up to 2 Weeks**
- Work with supervisor.
- Sick/Vacation leave submitted, if applicable.
- $.01 travel authorization submitted in workday for no-cost travel.

**2-8 Weeks**
- Absence from Campus Form submitted to Faculty Affairs via GT-TRACS.
- Approved by Unit Head/School Chair and Dean/VP.

**Beyond 8 Weeks**
- Leave of Absence submitted to Faculty Affairs via GT-TRACS.
- Approved by Unit Head/School Chair, Dean/VP, and Faculty Affairs.
- If extending beyond a year, approval by the Chancellor’s Office is required.
Recording Absences in OneUSG

- FMLA requests are submitted by the faculty member via Employee Self Service.
- Non-FMLA medical leaves are submitted by the unit via MSS Misc transaction.
  - Specify if it is a paid LOA or an unpaid LOA and the leave type (non-FMLA medical, Educational/Professional, Personal, Regents’ Innovator).
  - Do not mention FTE or % commitment to Georgia Tech. FTE is never changed due to partial leave of absence.
  - Note if there is a defined-term payment that should continue. e.g. admin stipend, allowance. Reach out to Autumn if the faculty member is receiving a supplemental pay that you are unsure about. Ad hoc Salary Transaction if partial or partial-paid leave.
- Ad hoc Salary Transactions must be submitted by the unit if partial or partial-paid leave.
Compliance
Compliance – Required Notifications

• **OSP**
  - OSP Checklist required
  - Disengagement
  - Salary funding and activity while away

• **OIE**
  - Only if faculty member is J Scholar host

• **Global HR**
  - If traveling anywhere outside of the US, regardless of citizenship
  - If the faculty member is on a visa

• **Export Review**
  - If traveling anywhere outside of the US

• **eCOI**
  - If receiving salary from an outside source

• **Chancellor’s Office if beyond a year**
  - Draft letter to Chancellor required
Updates and Reminders

- Time away packages should be submitted 60 days, but no less than 30 days in advance.
- ASMD may now be requested due to illness of certain family members.
- An additional course release is allowed for multiple births under the ASMD Program.
- Leave of Absence Form is required for absences shorter than eight (8) weeks.
- Absence from Campus Form updated.
- OSP (Cynthia Hope) should be tagged in Absence from Campus packages.
- Please indicate via GT-TRACS package note if faculty member is host to J scholars.
Resources

- Faculty Affairs Time Away Page - https://faculty.gatech.edu/time-away
  includes links to:
  - Absence from Campus Form
  - Leave of Absence Form
  - OSP Leave of Absence Checklist
  - Export Control Form - Paid/Partial Leaves of Absence
  - Export Control Form - Unpaid Leaves of Absence
  - ASMD Form
  - ASMD Program