

Faculty Time Away

Office of Faculty Affairs

Options

Leaves of Absence

- FMLA
 - Faculty member works directly with leave specialists to provide the 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 personal medical reason, they may work directly with a leave specialist, who will coordinate with the ADA Coordinator to determine eligibility.
 - If the faculty member does not qualify for an ADA accommodation or requests 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 requests leave for an educational or professional activity mutually beneficial to the employee and Georgia Tech.
 - Requests beyond one year must be submitted and approved by the Chancellor's Office before starting 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 is utilized when the options above do not apply.

Other Non-Leave Options

- Active Service, Modified Duties ([ASMD](#))
 - Requires 100% work commitment to Georgia Tech.
 - Available to instructional faculty only.
 - 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 for less than two weeks, the faculty member should work with their supervisor to record the absence. If the faculty member is 12-month (FY), the time should be recorded as sick leave.
- Any absence longer than 2 weeks but shorter than 8 weeks requires 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 for less than two weeks, the faculty member should work with their supervisor to record the absence. If the faculty member is 12-month (FY), the time should be recorded as vacation leave.
- Any absence longer than 2 weeks but shorter than 8 weeks requires 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 Faculty Affairs if the faculty member is receiving 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 the faculty member is a 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 a 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 the illness of certain family members.
- An additional course release for multiple births under the ASMD Program is allowed.
- Leave of Absence Form is required for absences shorter than eight (8) weeks.
- Absence from Campus Form updated.
- OSP should be tagged in Absence from Campus packages.
- Please indicate via GT-TRACS package note if the faculty member is a host to J scholars.

Resources

- [Faculty Affairs Time Away Page](#)
- [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](#)