

How to Add a Leave of Absence to a Faculty Record (Handled by the Provost's Office)

1. Select the **Leave Tab** of an individual's record
2. Click on **[+Add New Record]**

The screenshot shows the 'Faculty Details' page for a faculty member named Jasmine Louise Ball. The 'LEAVE' tab is selected in the navigation bar. Below the tabs, the '+ ADD NEW RECORD' button is highlighted with a red box. The form below the button has the following fields:

LEAVE TYPE	START DATE	END DATE	PERCENT COMPENSATION	DESCRIPTION	EDIT	DELETE
LEAVE OF ABSENCE	3/4/2024	3/4/2024	SELECT	FMLA	Save Cancel	Delete

3. Select the **Leave Type** from the drop-down menu:
 - a. Options include Sabbatical, Uncompensated, and Leave of Absence
4. Insert the **Start Date** and **End Date** (if available)
5. Add the **Percent Compensation** – the percentage of salary the faculty member will receive during the leave
6. The **Description** field allows for notes, additional information on the reason for the leave
7. Click **[Save]** to record the information

This screenshot is a closer view of the 'LEAVE' tab in the Faculty Details page. The 'LEAVE' tab is highlighted with a red box. Below the tabs, the '+ ADD NEW RECORD' button is visible. The form below the button has the following fields:

LEAVE TYPE	START DATE	END DATE	PERCENT COMPENSATION	DESCRIPTION	EDIT	DELETE
LEAVE OF ABSENCE	3/4/2024	3/4/2024	SELECT	FMLA	Save Cancel	Delete

8. Change entries, either by clicking on the **[Edit]** button, or remove existing records by clicking **[Delete]**

This screenshot shows the 'LEAVE' tab in the Faculty Details page. The 'LEAVE' tab is highlighted with a red box. Below the tabs, the '+ ADD NEW RECORD' button is visible. The form below the button has the following fields:

LEAVE TYPE	START DATE	END DATE	PERCENT COMPENSATION	DESCRIPTION	EDIT	DELETE
LEAVE OF ABSENCE	02/23/2024	02/23/2024	0	FMLA	Edit	Delete