

# Process Guide for Business Leave of Absence

(faculty and academic professionals)

Academic Affairs Manual (ACD) policies governing Responsibilities of Faculty During Leaves from Campus: [ACD 701](#)

Academic Affairs Manual (ACD) policies governing Leave of Absence Without Pay: [ACD 707](#)

Faculty member/Academic Professional should first consult with the unit on leave of absence dates. Faculty and Academic Professionals can call [1-855-278-5081](tel:1-855-278-5081) or [480-727-9900](tel:480-727-9900) or reach out to the [Office of Human Resources Benefits Design and Management staff](#) to determine the type of leave and answer questions.

- a. Health-Related (FMLA, Family Leave, Parental Leave)
- b. Health-Related (non-FMLA, extension of FMLA, or consecutive leave)
- c. Personal: e.g., Non-Medical (not related to the profession)
- d. Military Leave, Bereavement Leave, Vacation Leave, or Jury Duty
- e. Business Leave

**This process guide is for Business Leaves:** e.g., Related to the profession (i.e., Fellowship, Research, Visiting Professor). Please follow steps below:

- Step 1.** After notifying their director or chair of the planned leave, the faculty member or academic professional must submit a business leave request in Workday. The questionnaire must be completed accurately and in full, including a clear and detailed justification for the leave. A leave of absence may not exceed one year. Use work instructions for submitting in Workday: [Request and return from leave of absence](#)
- Step 2.** A total rewards consultant will receive the request through the Workday Task and will send an initial outreach email to the employee, offering the option to meet via Zoom if desired. A leave packet and notification are sent to the employee and the leave notification to the Department HR Team and the employees' manager.
- Step 3.** The unit chair/director, with assistance of the Academic HR Partner, thoroughly evaluates the request and recommends approval or denial of the request in Workday.
- Step 4.** The dean, with assistance of the Dean/VP, evaluates the request and approves or denies the request in Workday.
- Step 5.** It will route to the Provost/EVP for final approval or denial in Workday. Notifications will be sent to employee, initiator, manager, and HR Central Absence.
- Step 6.** Academic HR Analyst, Academic HR Partner, or Dean/VP must return worker from leave.

**NOTE: To maintain insurance coverage, the faculty member must make arrangements with HR to pay for benefits throughout their leave.**

Information for the faculty requesting leave: <https://cfo.asu.edu/leaves-of-absence>

Information for the Department HR Rep/Supervisor/Manager: <https://cfo.asu.edu/leaves-management>

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## IMPORTANT REMINDERS

- In compliance with [ACD 707](#), to allow for planning for the following year, a faculty member or academic professional on an academic or fiscal-year leave of absence must:
  - For a full year LOA, they must notify the chair/director and dean/university librarian by March 1 at the latest if they plan (or do not plan) to return to ASU. Failure to provide notice of return or to request an extension by March 1 may be interpreted as abandonment of the position.
  - The same early notification policy applies to semester leaves of absence without pay, with notice required one month prior to the end of the approved leave period.
- Individuals who request a one-year extension of the probationary period must do so separately from a request for leave of absence. See [Process Guide for Extension of Probationary Period](#). Complete and submit [Extension of Probationary Form](#).
- Leave of Absence does not count toward years of service for sabbatical leave without provost approval.