

# LEAVES

Cat.	Definition
FL	Fellowship Leave
OTHER	Other academic leaves*
SU	School unpaid leave
MOD	Modification of Duties
SP	School Paid Leave
MS	Mini-sabbatical
SS	Semester Sabbatical
YS	Year sabbatical – academic year
YSC	Year sabbatical – calendar year
PR4	Phased Retirement Year 1 of 2
PR5	Phased Retirement Year 2 of 2
PR1	Phased Retirement Year 1 of 3
PR2	Phased Retirement Year 2 of 3
PR3	Phased Retirement Year 3 of 3
PRFOUR1	Phased Retirement Year 1 of 4
PRFOUR2	Phased Retirement Year 2 of 4
PRFOUR3	Phased Retirement Year 3 of 4
PRFOUR4	Phased Retirement Year 4 of 4
PRFIVE1	Phased Retirement Year 1 of 5
PRFIVE2	Phased Retirement Year 2 of 5
PRFIVE3	Phased Retirement Year 3 of 5
PRFIVE4	Phased Retirement Year 4 of 5
PRFIVE5	Phased Retirement Year 5 of 5

\*NOTE: Requests for medical, military and statutory leaves are noted as "Other" on the Request for Leave Form but are not entered into the contract.

# GUIDELINES

## Promotions

- Update job title
- Update job code
- Update "Proposed Faculty Status"
- If applicable, update salary
- Update "Year Rank Achieved USC"
- If applicable, update "Year Rank Achieved"
- Update "Contract Amendment Date"
- Notify HR to update Workday

## Endowed Chairs

- Update job title
- If applicable, update job code
- Update the Administrative Title
- If applicable, update salary
- Update "Contract Amendment Date"

## Joint Appointments

- Update job title
- Update the Administrative Title
- Update the secondary department
- Update "Contract Amendment Date"

## Tenure Date Extensions

- Tenure Decision Date
- Notice of Non-Reappointment Date
- Update "Contract Amendment Date"

The guidelines above are intended to be a helpful reminder and are meant to supplement, not supplant, your existing procedures.