

# VITERBI SCHOOL – FACULTY LEAVE PROCESSES

Revised 5/4/2018

## NOTE:

For **PAID** leaves, USC Benefits continue while a faculty is on any type of paid leave.

For **UNPAID** leaves, benefits may continue if the faculty directly contacts the USC Benefits Office at (213) 821-8100 or uschr@usc.edu prior to the start of the unpaid leave to arrange to self-pay his or her monthly benefits costs. *See the Faculty Handbook 2017, Chapter 3, Section E, Leaves of Absence - (3) Medical Leaves.*

SABBATICALS - PAID	Eligible: Tenured & Tenured Track Faculty	Description	Process Steps
	Semester Sabbatical	Full 100% USC salary paid over the one semester of an academic year and salary is charged to department account.	The request for any of the three types of sabbatical leaves is initiated by the T/TT faculty and his or her Department Chair.
	Year Sabbatical	Half-time 50% USC salary paid over one academic year or two semesters of a calendar year. Faculty may support other 50% of USC salary on USC research funds or on other non-department resources. 50% sabbatical salary is charged to the department account.	The Department submits the Faculty Leave Request form to the Vice Dean for Faculty Affairs. The Faculty Affairs Coordinator coordinates the additional approvals at the Dean's Office and Provost's Office.  When the sabbatical leave is Provost-approved, the Faculty Affairs Coordinator initiates the leave process in Workday and emails a scanned copy of the approved sabbatical leave request to the assigned VBA Payroll Analyst.
	Mini-Sabbatical	Half time 50% USC salary paid over one academic semester. Faculty may support other 50% of USC salary on USC research funds or on other non-department resources. 50% sabbatical salary is charged to the department account.	The VBA Payroll Analyst pends the approved sabbatical leave request to the correct semester start date. At the start of the leave, the VBA Payroll Analyst completes the Workday leave process and reviews the comp plan and cost allocations to confirm faculty's pay for the leave period.  At the conclusion of the sabbatical leave, the Faculty Affairs Coordinator updates Workday to remove the leave and the VBA Payroll Analyst reviews the comp plan and cost allocations.
PARENTAL LEAVE - PAID	Eligible: All Full-Time faculty are entitled to 10 weeks of USC paid parental leave.	See USC Faculty Handbook 2017, Chapter 9, Academic and Family Life Balance	Paid Parental Leave requests are initiated by a full-time faculty and his or her Department Chair and/or Department Business Manager.  The next step is for the faculty requesting the parental paid leave to schedule a meeting with the Vice Dean for Faculty Affairs and the Human Resources Director. In this meeting,

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			<p>the process and additional steps required are provided to the requesting faculty. The faculty submits the completed Paid Parental Leave Request to the Vice Dean for Faculty Affairs who will obtain the Provost's approval.</p> <p>When the paid parental leave is fully approved, the Faculty Affairs Coordinator emails a scanned copy of the approved parental leave to the VBA HR Specialist, who initiates the parental leave process in Workday and sets up the faculty's pay to charge to account 12-1599-0004. If circumstances require, the VBA HR Specialist may assist the faculty with contacting Broadspire to open the disability claim.</p> <p>At the conclusion of the leave, the VBA HR Specialist updates Workday to remove the leave, reviews the Workday comp plan and cost allocations, and submits the reimbursement form to the USC Disability Office.</p>
<b>SCHOOL PAID LEAVE</b>		Rarely requested in Viterbi.	<p>Process is initiated by the Academic Department. Questions regarding this paid leave should be directed to Viterbi's Vice Dean for Faculty Affairs.</p>
<b>FELLOWSHIP LEAVES - PAID OR UNPAID</b>	<p>Eligible: All Full-time faculty.</p> <p>Fellowship Granting Institutions may award a full-time faculty funding to pay his or her salary (or some portion thereof) over the period of the fellowship leave.</p>	<p>PAID – The fellowship/grant funds are routed directly to USC and paid directly to the faculty by USC payroll services.</p> <p>UNPAID – The fellowship/grant funds are paid directly to the faculty from the funding institution.</p>	<p>Fellowship Leave requests are initiated by a full-time faculty and his or her Department Chair. The Department submits the completed Faculty Leave Request form to the Vice Dean for Faculty Affairs. The additional approvals at the Dean's Office and Provost's Office are processed by the Faculty Affairs Coordinator.</p> <p>When the fellowship leave is processed and Provost-approved, the Faculty Affairs Coordinator initiates the leave process in Workday and emails a scanned copy of the approved fellowship leave request to the assigned VBA Payroll Analyst.</p> <p>The VBA Payroll Analyst pends the approved fellowship leave request to the correct start date. At the start of the leave, the VBA Payroll Analyst completes the Workday leave process. If the leave is <u>unpaid</u>, the comp plan and cost allocations will be reviewed and pay stops for the period of the leave. If the leave is <u>paid</u>, the</p>

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			comp plan and cost allocations will be reviewed and updated as needed for the period of the leave.
<b>SPECIAL LEAVE OF ABSENCE - UNPAID</b>	Eligible: Tenured and Tenure track faculty and full time, non-tenured faculty.	Unpaid special leave without pay. No USC salary paid over duration of unpaid leave.	<p>For a special leave of absence request, the approval process is the same as for sabbaticals. The process starts in the Department.</p> <p>The Faculty Request for Leave form is submitted to the Dean's Office and the remaining approvals are coordinated by the Faculty Affairs Coordinator who initiates the unpaid leave in Workday and emails a scanned copy of the approved leave form to the VBA Payroll Analyst who will pend the leave request to the correct start date.</p> <p>At the start of the leave, the VBA Analyst completes the leave process in Workday, reviews the comp plan and cost allocations, and stops the pay for the period of the unpaid leave.</p> <p>At the conclusion of the unpaid special leave, the Faculty Affairs Coordinator updates Workday to remove the leave. The VBA Payroll Analyst sets up the pay when the leave period is over.</p>
<b>MEDICAL LEAVES - UNPAID</b>	Eligible: All benefits eligible faculty.	Unpaid medical leave without pay. No USC salary is paid over duration of unpaid leave. Faculty may apply for disability payment benefits as fall under USC/regulatory guidelines. USC entitlement limit is 5 years (1825 days).	<p>For a medical leave request, the approval process is the same as for sabbaticals. The process starts in the Department.</p> <p>The Faculty Request for Leave form is submitted to the Dean's Office and the remaining approvals are coordinated by the Faculty Affairs Coordinator who scans a copy of the approved leave form to the VBA HR Specialist.</p> <p>VBA HR Specialist (1) initiates the leave in Workday, (2) ends the faculty's pay on the start date of the leave; and (3) coordinates with USC Benefits and the faculty to determine if the medical leave is eligible for disability wage replacement. If so, the VBA HR Specialist works with the faculty to open a disability claim with Broadspire.</p> <p>At the conclusion of the unpaid medical leave, the VBA HR Specialist updates Workday to remove the leave and reviews the comp plan</p>

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			and cost allocation to re-set up the faculty's pay.
<b>FURLOUGHS PART-TIME FACULTY</b>	Eligible: Part-Time Faculty (Less than 100% effort) with part-time job codes.		
	<b>Furlough WITH Benefits</b>	Unpaid leave without pay, but with benefits. Appropriate for part-time faculty, with greater than 50% FTE and with benefits, in interim term (i.e. summer semester) without work assignments.	<p>At the end of each term, academic unit will assess teaching needs for subsequent semester for all faculty teaching less than full-time (less than 100% FTE).</p> <p>If part-time faculty will not perform any teaching, research, or service assignments in the upcoming semester, department will inform both Viterbi Faculty Affairs and their VBA HR specialist of each impacted faculty member, for each indicating type of furlough (with or without benefits), name, employee ID, first day of furlough, and anticipated day of return from furlough.</p>
	<b>Furlough WITHOUT Benefits</b>	Unpaid leave without pay or benefits. Appropriate for part-time faculty, less than 50% effort without benefits, in terms without work assignments.	<p>Viterbi Faculty Affairs will initiate furlough in Workday. Department representative will ensure last day of work is appropriately noted in FSMS contract. Viterbi HR Specialist will align last day of work to faculty pay instructions.</p> <p>If placed on furlough with benefits, COBRA notice to the faculty is triggered in Workday. USC HR will contact faculty regarding premiums and/or COBRA payments, if necessary.</p> <p>Before the beginning of each term, academic unit will assess teaching needs for subsequent semester for all faculty teaching less than full-time (less than 100% FTE).</p> <p>If part-time faculty will perform any teaching, research, or service assignments in the upcoming semester, department will inform both Viterbi Faculty Affairs and their VBA HR specialist of faculty to return from leave. Viterbi Faculty Affairs will initiate return from furlough. Department representative will note all assignments in FSMS. Viterbi HR Specialist will work with Department representative to initiate pay for each assignment.</p>