

Information for Faculty Affairs Staff

Documenting Faculty Leave Requests
Office of the Executive Vice Provost

Academic leave requests for full-time faculty are submitted to the Executive Vice Provost for approval. The information below is for Faculty Affairs staff. Please ensure that the proper documentation is attached to the faculty member's leave request in order to expedite handling of the request.

If the dean is requesting an exception to the University's policies, the dean must provide to the Executive Vice Provost an explanation describing the rationale and benefits to the school. This can be on the leave form, in a memo, or in an email.

Faculty Affairs Staff should email the materials to Debora Chan-Southwell (chansout @ usc.edu).

Faculty Request for Leave Form

SABBATICALS (for full-time tenured faculty only)¹

Sabbaticals are due to the Office of the Executive Vice Provost by **March 1st**

TYPES

Sabbatical Semester (one semester at full pay)

Eligibility: 12 semesters of accrued full-time service

Sabbatical Year (AY (9-mo. faculty); FY (12-mo. faculty); calendar year) (one year at half pay)

Eligibility: 12 semesters of accrued full-time service

Mini-Sabbatical (one semester at half pay)

Eligibility: 6 semesters of accrued full-time service

DOCUMENTATION

(1),(2),(3),(4)

(1),(2),(3),(4)

(1),(2),(3),(4)

DOCUMENTATION to accompany the completed Request for Leave form:

- (1) A definite and well-defined program must be submitted by the faculty member to the dean for approval and the approved plan attached. A candidate should indicate his/her prospects for completion of the proposed project.
- (2) Any exception to the University's policies for eligibility must be included in the dean's memo on the Leave Form and approved by the Executive Vice Provost.
- (3) If the Executive Vice Provost provided approval for a faculty member's sabbatical accrual credit previously, please add the supporting documentation. An explanation from the dean to the Provost can be included on the form or in a separate memo or email.
- (4) Other supporting information as may be required by the Executive Vice Provost. Note that a probationary faculty member coming up for tenure in the current year may apply for conditional approval.

FELLOWSHIP LEAVES

Received or is applying for a fellowship award

DOCUMENTATION

(1),(2),(3),(4)

DOCUMENTATION to accompany the completed Request for Leave Form:

- (1) Written request from the faculty member to the dean or designee explaining the research to be done and the value to the University.
- (2) A copy of the faculty member's award notification if available. Note that the fellowship leave may be requested conditional upon the award being granted.
- (3) On page 2, please complete the fellowship questions. If the school is providing health benefits, please work with the appropriate Central HR departments. Please indicate if the school is topping up the faculty member's salary.
- (4) Other supporting information as may be required by the Executive Vice Provost.

¹ Failure to return to work after one year on leave or absent from duty may be a basis for termination of employment by the President or Provost (Faculty Handbook, section 3-D (1)).

SCHOOL PAID AND UNPAID LEAVES² (the list below is not inclusive)

- School Paid Leave** – Asst Prof Paid Leave, Research Leave
- School Paid Leave** – RTPC ASHSS sabbaticals
- Modification of Duties (MOD)**
- Special Leave of Absence – Unpaid**
- Medical Leave** [Use “OTHER” leave]
- Statutory Leaves** [Use “OTHER” leave]
- Military Leave** [Use “OTHER” leave]

DOCUMENTATION

- (1),(2),(4)
- (1),(2),(4–ASHSS approval)
- (1),(2),(3),(4)
- (1),(2),(3),(4)
- (1),(4),(5),(6)
- (1),(4),(6)
- (1),(4),(6)

DOCUMENTATION to accompany the completed Request for Leave Form:

- (1) Explanation from the faculty member explaining the reason for the leave (can be on the leave form).
- (2) Memo from the dean supporting the reason for the leave (can be on the leave form).
- (3) If the dean is requesting an exception to the University’s policies, the dean must describe how the request for leave is in the school’s best interests.
- (4) Other supporting information as may be required by the Executive Vice Provost.
- (5) Doctor’s note (dates of leave are sufficient; medical condition should not be specified).
- (6) Consult with HR on other required docs/procedures for approval – these leaves are provided for EVP info only.

Faculty Paid Parental Leave Request Form

Faculty Affairs Staff: Be sure that the Broadspire Claim number is included on the form. This benefit is for full-time faculty members who are the primary caregiver of the child, or will be immediately following the birth (Fac Handbook 3-D(8)(b)).

PAID PARENTAL LEAVES

- Gave birth to a child³
- Non-birth parent to a child under a year in age
- Parent to a child under age 6, adopted in the past year

DOCUMENTATION

- (1),(4)
- (1),(2),(4)
- (1),(2),(3),(4)

DOCUMENTATION to accompany the completed Faculty Paid Parental Leave Request Form for full-time faculty members once eligibility is established as per the Faculty Handbook (see Faculty Handbook 3-D(8)(a) and 3-D(8)(b) :

- (1) Doctor’s note with estimated date of birth or a copy of the baby’s birth certificate.
- (2) Agency correspondence or other documentation with the date/estimated date of adoption, fostering, or guardianship and documentation of child’s age (see Faculty Handbook 3-D(8)(a)(1) for definition of “child”).
- (3) Other supporting information as may be required by the Executive Vice Provost.

Phased Retirement

PHASED RETIREMENT

- Phased Retirement** – 1-year transitional retirement (MOD)
- Phased Retirement** – 2-year phased retirement
- Phased Retirement** – 3-year phased retirement

DOCUMENTATION

- (1),(3)
- (1),(3)
- (1),(2),(3)

DOCUMENTATION:

- (1) The phased retirement letter signed by the dean but not yet signed by the faculty member.
- (2) Memo from the dean to the Executive Vice Provost if there is a request for a phased retirement of 3 or more years.
- (3) Other supporting information as may be required by the Executive Vice Provost.

² The examples of leaves are not inclusive. Contact the Office of the Executive Vice Provost for additional information or assistance.

³ A “child” means a biological child, foster child, stepchild, legal ward, child of a domestic partner, adopted child, child born to a parent through surrogacy, or a person to whom the person stands in loco parentis as it relates to Paid Parental Leave (Faculty Handbook 3-D(8)(b)).