

Information for Faculty Affairs Staff

To assist Faculty Affairs Staff who advise faculty on required leave documentation

Office of the Vice Provost for Academic and Faculty Affairs

Academic leave requests for **full-time faculty** are submitted to the Vice Provost for Academic and Faculty Affairs for approval. The information below is for Faculty Affairs **staff**. Please ensure that the proper documentation is attached to a faculty 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 Vice Provost for Academic and Faculty Affairs by **March 1st**

TYPES

DOCUMENTATION

- | | |
|---|-----------------|
| <input type="checkbox"/> Sabbatical Semester (one semester at full pay)
<i>Eligibility: 12 semesters of accrued full-time service</i> | (1),(2),(3),(4) |
| <input type="checkbox"/> Sabbatical Year (AY (9-mo. faculty); FY (12-mo. faculty);
calendar year) (one year at half pay)
<i>Eligibility: 12 semesters of accrued full-time service</i> | (1),(2),(3),(4) |
| <input type="checkbox"/> Mini-Sabbatical (one semester at half pay)
<i>Eligibility: 6 semesters of accrued full-time service</i> | (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 Vice Provost for Academic and Faculty Affairs (VPAFA).
- (3) If the VPAFA 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 VPAFA. **Note that a probationary faculty member coming up for tenure in the current year may apply for conditional approval.**

FELLOWSHIP LEAVES

DOCUMENTATION

- | | |
|---|-----------------|
| <input type="checkbox"/> Received or is applying for a fellowship award | (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 Vice Provost for Academic and Faculty Affairs.

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**
- Academic Leave during Medical Leave** [Use “OTHER” leave]
- Academic Leave during Statutory Leaves** [Use “OTHER” leave]
- Academic Leave during 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 Vice Provost for Academic and Faculty Affairs (VPAFA).
- (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 VPAFA 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 18, adopted, fostered, guardianship in the past year

DOCUMENTATION

- (1),(3),(4)
- (1),(3),(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 or hospital record.
- (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 full definition of “child”).
- (3) Faculty member’s confirmation that the faculty member is the primary caregiver per Faculty Handbook 3-D(8)(a)(2).⁴
- (4) Other supporting information as may be required by the Vice Provost for Academic and Faculty Affairs.

Phased Retirement Leave**PHASED RETIREMENT**

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

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) Exception request memo from the dean to the VPAFA if the dean supports phased retirement of 3 years.
- (3) Other supporting information as may be required by the Vice Provost for Academic and Faculty Affairs.

² The examples of leaves are not inclusive. Contact the Office of the VPAFA 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); see also 3-D(8)(a)(1)).

⁴ When this section mentions the “primary caregiver” of a child, that means the parent who has childcare responsibility, if such responsibility interferes substantially with academic responsibilities, and the child is not cared for more than half-time by a spouse, partner or childcare provider, and the parent is the sole caregiver for the newborn or newly-adopted child for half-time during the work week.