

# Faculty Time Away

Office of Faculty Affairs  
November 9, 2023

# Options

# Leave of Absence

- FMLA
  - Faculty member works directly with leave specialist to provide required documentation and obtain approval.
  - HR Contact and Partner should still ensure that all compliance areas are addressed.
- Non-FMLA Medical
  - If the faculty member needs time away for a medical reason for themselves, they may work directly with leave specialist, who will coordinate with ADA Coordinator to determine eligibility.
  - If the faculty member does not qualify for an ADA accommodation or if the request is to care for a family member, they may request non-FMLA medical leave through their supervisor, working with their HR contact to submit a Faculty Leave of Absence Request via GT-TRACS.
  - HR Contact and Partner should ensure all compliance areas are addressed.
- Educational/Professional Leave
  - Allowable when the faculty member is requesting leave to for an educational or professional activity that is mutually beneficial to the employee and to Georgia Tech.
  - Requests beyond one year must be submitted and approved by the Chancellor's Office prior to the start of the leave.
- Regents' Innovator Leave
  - A special unpaid LOA, approved by the Board of Regents' for faculty members to work on their startup companies.
- Personal Leave
  - An unpaid leave utilized when the options above do not apply.

# Other Options

- **Active Service, Modified Duties (ASMD)**
  - Requires 100% work commitment to Georgia Tech.
  - Available to instructional faculty.
  - Provost's Office provides funds to the unit to cover replacement teaching.
  - Faculty member and supervisor agree upon replacement duties.
  - Cannot be utilized at the same time as a leave of absence.
- **Inter-Governmental Personnel Agreement (IPA)**
  - Faculty member works for a Federal agency while remaining on Georgia Tech appointment.
  - There is a mutual benefit to the government agency, faculty member, and Georgia Tech.
  - Usually involves some cost share between Georgia Tech and the Federal agency.
  - Processed as a Change in Appointment.
  - Not all limited-term jobs with federal agencies are IPAs.
- **Joint Appointment with Outside Entities**
  - Examples include, but are not limited to, appointments with national labs and other universities.
  - If remaining on Georgia Tech appointment, processed as a Change in Appointment.
  - If being paid directly by the outside entity, processed as a Leave of Absence.

# Reporting

# Reporting Extended Absences for Medical Reasons

- All absences of 5 consecutive days or more due to illness require a doctor's note to return.
- Absences of 5 consecutive days or more due to a serious illness of the employee or an immediate family member require FMLA.
- If a faculty member is absent less than two weeks, the faculty member should work with their supervisor to record the absence. If the faculty member is 12-month, the time should be recorded as sick leave.
- Any absence longer than 2 weeks but shorter than 8 weeks require an Absence from Campus Form submitted via GT-TRACS.
- A Leave of Absence is required anytime a faculty member is absent for more than 8 weeks. This includes all intermittent absences. All leaves of absence not related to FMLA require a Leave of Absence Form submitted via GT-TRACS.

# Reporting Extended Absences (Non-medical)

- If a faculty member is absent less than two weeks, the faculty member should work with their supervisor to record the absence. If the faculty member is 12-month, the time should be recorded as vacation leave.
- Any absence longer than 2 weeks but shorter than 8 weeks require an Absence from Campus Form submitted via GT-TRACS.
- A Leave of Absence is required anytime a faculty member is absent for more than 8 weeks. This includes all intermittent absences. All leaves of absence not related to FMLA require a Leave of Absence Form submitted via GT-TRACS.

# Approvals for non-FMLA Leave

## Up to 2 Weeks

Work with supervisor.

Sick/Vacation leave submitted, if applicable.

\$.01 travel authorization submitted in workday for no-cost travel.

## 2-8 Weeks

Absence from Campus Form submitted to Faculty Affairs via GT-TRACS.

Approved by Unit Head/School Chair and Dean/VP.

## Beyond 8 Weeks

Leave of Absence submitted to Faculty Affairs via GT-TRACS.

Approved by Unit Head/School Chair, Dean/VP, and Faculty Affairs.

If extending beyond a year, approval by the Chancellor's Office is required.



# Recording Absences in OneUSG

- FMLA requests are submitted by the faculty member via Employee Self Service.
- Non-FMLA medical leaves are submitted by the unit via MSS Misc transaction.
  - Specify if it is a paid LOA or an unpaid LOA and the leave type (non-FMLA medical, Educational/Professional, Personal, Regents' Innovator).
  - Do not mention FTE or % commitment to Georgia Tech. FTE is never changed due to partial leave of absence.
  - Note if there is a defined-term payment that should continue. e.g. admin stipend, allowance. Reach out to Autumn if the faculty member is receiving a supplemental pay that you are unsure about. Ad hoc Salary Transaction if partial or partial-paid leave.
- Ad hoc Salary Transactions must be submitted by the unit if partial or partial-paid leave.

# Compliance

# Compliance – Required Notifications

- OSP
  - OSP Checklist required
  - Disengagement
  - Salary funding and activity while away
- OIE
  - Only if faculty member is J Scholar host
- Global HR
  - If traveling anywhere outside of the US, regardless of citizenship
  - If the faculty member is on a visa
- Export Review
  - If traveling anywhere outside of the US
- eCOI
  - If receiving salary from an outside source
- Chancellor's Office if beyond a year
  - Draft letter to Chancellor required

# Updates and Reminders

- Time away packages should be submitted 60 days, but no less than 30 days in advance.
- ASMD may now be requested due to illness of certain family members.
- An additional course release is allowed for multiple births under the ASMD Program.
- Leave of Absence Form is required for absences shorter than eight (8) weeks.
- Absence from Campus Form updated.
- OSP (Cynthia Hope) should be tagged in Absence from Campus packages.
- Please indicate via GT-TRACS package note if faculty member is host to J scholars.

# Resources

- [Faculty Affairs Time Away Page](https://faculty.gatech.edu/time-away) - <https://faculty.gatech.edu/time-away> includes links to:
  - Absence from Campus Form
  - Leave of Absence Form
  - OSP Leave of Absence Checklist
  - Export Control Form - Paid/Partial Leaves of Absence
  - Export Control Form - Unpaid Leaves of Absence
  - ASMD Form
  - ASMD Program

# Q&A

