


Faculty or Administrative/Professional Staff: Sabbatical/Professional Development Leave Process

Carbondale Campus End User Business Processes

PROCESS – Faculty/ Administrative Professional Staff: Sabbatical/Professional Development Leave Process

Process: Follow this process when a member of the faculty applies for a sabbatical leave or when a member of the faculty or administrative/professional staff applies for a professional development leave.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/>

Actions:

Responsible Party	Action
Employee	1. Completes Application for Sabbatical/Professional Development Leave form. For a sabbatical leave prepares detailed summary of the purpose of the proposed leave. For a professional development leave, prepares a detailed summary of the benefits to be derived from the leave.
Administrative Channels	2. Approves <i>Application</i> . For sabbatical leaves, VCAA enters sabbatical leave special information in HRMS. The last approver submits the form to Human Resources.
Human Resources	3. Receives <i>Application</i> , reports the leave information to the Board of Trustees and pends <i>Application</i> for Board of Trustees approval. Enters professional development leave special information in HRMS.
Board of Trustees	4. Approves the <i>Application for Sabbatical/Professional Development Leave</i> .
Human Resources	5. Enters Board approval date on <i>Application</i> . Enters Board approval date for professional development leaves in HRMS. Makes and distributes copies of the <i>Application for Sabbatical/Professional Development Leave</i> form to: <ul style="list-style-type: none"> ▪ Payroll, for verification purposes ▪ Employee file (original) ▪ Employee Benefits ▪ Employee ▪ Vice chancellor area
Vice Chancellor Area	6. Enters Board approval date for sabbatical leaves in HRMS. Makes one copy of the <i>Application for Sabbatical/Professional Development Leave</i> . Sends the copy to the dean/director. Maintains a copy for vice chancellor area records.
Dean/Director	7. Copies and distributes form to department. Maintains a copy for dean/director area records.
Department	8. Maintains copy for departmental records.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in processing an application for a sabbatical or professional development leave. For more

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detailed information, the end user should also consult the *Employee Handbook* and *SIUC Personnel Policies*. Both of these documents may be accessed via Human Resources homepage at <http://hr.siu.edu/>

A list of the documentation required to process a sabbatical/professional development leave follows.

<u>Form/Document</u>	<u>Source</u>
<i>Application for Sabbatical/Professional Development Leave</i> form	http://eforms.siu.edu/siuforms/info/hro3004.html
Detailed summary of purpose of proposed leave	Applicant
Detailed summary of benefits to be derived from the leave (professional development leave only)	Applicant