

LEAVE OF ABSENCE (LOA) PROCESS

(July 1, 2024)

As part of the Provost's efforts to enhance efficiency and the user experience, a more user-friendly form aligned with the Office of Human Resources (OHR) was developed.

Please carefully review the following:

- [Process Guide for Business Leave of Absence](#) – The link takes you to the academic personnel processes page and you will scroll down to find the LOA process guide under *Process Guides for Both Faculty and Academic Professionals*
- [Request for Leave of Absence \(Business Leave\) for Faculty and Academic Professionals Form](#) – The link takes you to the academic personnel forms and you will find the new form by scrolling to the Request for Leave of Absence (Business Leave) for Faculty and Academic Professionals

The [Request for Leave of Absence \(Business Leave\) for Faculty and Academic Professionals Form](#) is for **business leaves only** and related to the profession (i.e., Fellowship, Research, Visiting Professor). **All other Leaves of Absence will be managed through OHR.**

For all other Leaves of Absence:

A faculty member should consult with the unit to determine the reason for the requested leave. Faculty should send an [email \(HR_Disability@asu.edu\)](mailto:HR_Disability@asu.edu) with **Leave Request** in the subject line to process leave status and payroll for the following Leave types:

- a. Health-Related (FMLA, Family Leave, Parental Leave)
- b. Health-Related (non-FMLA, extension of FMLA, or consecutive leave)
- c. Personal: e.g., Non-Medical (not related to the profession)
- d. Military Leave, Bereavement Leave, Vacation Leave, or Jury Duty

Once the unit has received confirmation of the approved leave from OHR, please forward a copy of the OHR approval to your divisional [Director of Fiscal Operations](#) and your divisional [OAP representative](#) for our records.

If a probationary extension is requested:

All requests for an extension to the probationary period (even if the LOA is processed through OHR) must use the [Request for Extension of Probationary Period for Faculty and Academic Professionals](#). These should be submitted to your **OAP representative**.

Christine Willet, Director (OAP rep: PHY, SESE, SOLS)

Beverly McBride, Academic Personnel Specialist, Sr. (OAP rep: Humanities Division, PSY, SMS, SoMSS)

Jeanet Renaldi, Academic Personnel Specialist (OAP rep: Social Sciences Division)

Office of the Dean

Armstrong Hall, Suite 240 | 1100 S. McAllister Ave. | PO Box 872501 | Tempe, AZ 85287-2501
p: 480-965-3391 | f: 480-965-1093 | thecollege.asu.edu