

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

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## School of Medicine Campus End User Business Processes

### PROCESS – Faculty or Principal Administrative Staff: Sabbatical/Professional Development Leave

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

**Access:** Obtain necessary form(s). Access the form(s) via the Finance & Administration Intranet at <http://intranet.siumed.edu/finandadmin>, Forms. Adobe Reader software (Version 8.0 or higher) must be installed on your computer to allow you to access the form. If you do not have Adobe Reader software, go to the Adobe home page at <http://www.adobe.com> to download the software or contact your LAN administrator.

**Actions:**

Responsible Party	Action
Employee	1. Completes <i>Application for Sabbatical/Professional Development Leave Form</i> . 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> and submits the form to Human Resources. Department maintains copy for departmental records.
Human Resources	3. Receives <i>Application</i> , reports the leave information to the Board of Trustees and obtains necessary approvals.
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 leave information and Board approval date in HRMS. Makes and distributes copies of the <i>Application for Sabbatical/Professional Development Leave Form</i> to: <ul style="list-style-type: none"> <li>• Payroll-Springfield/OMB</li> <li>• Employee file (original)</li> <li>• Benefit Services</li> <li>• Employee</li> <li>• Department</li> </ul>
Payroll-Springfield/OMB	6. Verifies information in HRMS and forwards to Payroll-Carbondale for processing.
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 detailed information, the end user should also consult the *Employee Handbook* at <http://finandadmin.siumed.edu/hr/genemploymentinfo/geninfoframe.htm> and *SIUC Personnel Policies* at [http://www.siu.edu/~docedit/personnel\\_policies](http://www.siu.edu/~docedit/personnel_policies).