Budgeting Academic Leaves of Absence

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Scope

All Indiana University units with eligible academic employees.

Business Practice Statement

A faculty position eligible for a leave of absence with all required approvals will be budgeted.

Reason for Business Practice

To establish a uniform budgeting process for academic leaves of absence. Appropriate budgeting will enhance transparency of the budget by providing a more accurate picture of faculty compensation and minimize the amount of budgeted negative salary reserves related to leaves.

Procedure to Address

First Semester Sabbatical:	Budget using the SAB1 code for a 1st Semester sabbatical. The user will budget the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.
Second Semester Sabbatical:	Budget using the SAB2 code for a 2nd Semester sabbatical. The user will budget the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.
Full Academic Year Sabbatical:	Budget using the SABA code for an Academic Year sabbatical. The user will budget the Request as half of the new fiscal year annual rate and budget the Leave Request CSF at the full new fiscal year annual request.
Full Fiscal Year Sabbatical:	Budget using the SABF code for a Fiscal Year sabbatical. The user will budget the Request as half of the new fiscal year annual rate and budget the Leave Request CSF at the full new fiscal year annual request.
Six Month Sabbatical:	Budget using the SABH code for a 6-month sabbatical. The user will budget the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.
Crossing Fiscal Years:	Budget using the SABX code for a full year sabbatical crossing fiscal years. The user will budget the request of the calculated amount (number of months at half pay plus months at full pay) of the new fiscal year annual rate and budget the Leave Request CSF at the full new fiscal year annual request

LWOP First Semester:	When budgeting a leave without pay for the first semester, LWP1, the user will budget half of the new fiscal year annual amount in the Request field and the Leave Request CSF amount will be the new fiscal year full annual request.
LWOP Second Semester:	When budgeting a leave without pay for the second semester, LWP2, the user will budget half of the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.
LWOP 10 Months:	When budgeting a leave without pay for the full academic year, LWPA, the user will budget the Request as zero and budget the Leave Request CSF at the full new fiscal year annual request.
LWOP 12 Months:	When budgeting a leave without pay for the full fiscal year, LWPF, the user will budget the Request as zero and budget the Leave Request CSF at the full new fiscal year annual request.
LWOP 6 Months:	When budgeting a leave without pay for 6 months, LWPH, the user will budget half of the new fiscal year annual amount in the Request field and the Leave Request CSF amount will be the new fiscal year full annual request.
Phased Retirement:	When budgeting a Phased Faculty Retirement, FPRT, the user will budget the percentage of the new fiscal year annual amount in the Request field and the Leave Request CSF amount will be the new fiscal year full annual request.

Definitions

Sabbatical:	The sabbatical leave program is undertaken to provide time for scholarly research and travel incident thereto and to allow faculty members to keep abreast of developments in their fields of service to the University. Eligibility is one sabbatical leave during each period of seven years full-time service.
LWOP	An approved leave for a designated period of time without pay.
PLEASE NOTE:	**In budget construction, an Academic CSF Leave Request coded with a leave of absence, with the exception of SAB1 and SAB2, will not load to people soft/payroll and require a Maintain Pay Rate/Annual Pay Adjustment eDoc be processed after the budget load and before the leave of absence eDoc.**

Leave Type	Code	Budget Request					Leave Request CSF	
		FY Annual Amt	1/2 FY Annual Amt	Zero	calc. # of months at 1/2 pay + months at full pay	calc. percent of pay	FY Annual Amt	1/2 FY Annual Amt
1st Sem Sabbatical	SAB1	X					X	
2nd Sem Sabbatical	SAB2	X					X	
Full Academic Year Sabbatical	SABA		X				X	
Full Fiscal Year Sabbatical	SABF		X				X	
6 M Sabbatical	SABH	X					X	
Crossing fiscal years	SABX				X		X	
LWOP 1st Semester	LWP1		X				X	
LWOP 2nd Semester	LWP2		X				X	
LWOP 10 Month	LWPA			X			X	
LWOP 12 Month	LWPF			X			X	
LWOP 6 Month	LWPH		X				X	
Phased Retirement	FPRT					X	X	

Employee will receive half pay for the full fiscal year, request will reflect half of the Leave Request CSF amount.