

Processing Faculty Leaves

RTL (Reassigned Time Leave) or Special Leave (Faculty Handbook sections 5.3 and 5.5C):

- **To Place Faculty on Leave – No Dean’s Rec required.** Faculty member is placed on RTL leave as part of the Provost approval process as outlined in Faculty Handbook. (Documentation for RTL/Special Leave is submitted to the Provost, the Provost approves, Contract from AA issued, Contract signed by the faculty member)
*Note: Administrative stipends are removed while on RTL and some Special Leaves.
- **Return Faculty from Leave – Submit a Dean’s Rec** (once it’s confirmed the faculty member is returning). Specify in the comment section the dates they were out on leave and their date of return.
Examples:
RTL with pay taken Fall 2026, Return Spring, 2027 or
RTL with pay (or without pay if that is the case) taken Spring 2026, Return Fall 2026

* Note: If an administrative role needs to resume, a new contract will be issued. All information (including the duties) needs to be included in the Dean’s Rec. Please be sure to break out the base salary and the administrative stipend and confirm start date and # of months of duties.

* A new contract will be necessary if the person was on RTL without pay. This same process is also used for Special Leaves as described in the Faculty Handbook.

FMLA (Faculty Handbook section 5.4):

- **To Place Faculty on Leave – Submit Dean’s Rec.** (Submitting the Dean’s Rec serves as notification to the Provost and Director of AA C&P). Indicate on the Dean’s Rec form the dates and type of leave in the comment section. Attach HR’s (Carolyn Bosley’s) designation email, Chair’s request to the Dean and Dean’s approval of FMLA with pay or without pay and plans to cover their duties.

Specify in the comment section dates they are out on leave and the date they will return.

Examples:

- FMLA with pay taken Fall 2026 - Partial FMLA, 50 % workload reduction Fall 2026
- FMLA without pay Fall 2026 - FMLA with pay Aug 17, 2026 – Oct. 14, 2026

- **Return Faculty from Leave – Submit a Dean’s Rec** once return is confirmed. (This should happen just before they return and should be submitted well before payroll runs during their first month back at work.) Attach HR’s (Carolyn’s) updated email notification if a Medical Leave Return to Work Certification was required in initial designation email. Indicate when the leave occurred and when they are returning. If administrative duties are to resume or be added, include duties and all pertinent information on the Dean’s Rec.

Specify in the comment section dates they are out and the date they will return.

Examples:

- Returning January 2027 from FMLA with pay taken Fall 2026 or
- Returning on Sept. 21, 2026 from FMLA leave with pay (Aug 17, 2026-Sept 20, 2026)

Academic Affairs will process a Pay Authorization as the final action for each type of leave (to place faculty on leave and to return faculty from leave).