


Leave of Absence Form

Form Overview

When to use

Complete a Leave of Absence form whenever an active staff or faculty member goes on an extended leave of absence (LOA). Typical scenarios include:







- unpaid personal leaves (such as sick or vacation) longer than three (3) business days
- paid absences greater than 10 business days for exempt/non-exempt staff
- faculty personal leaves
- faculty sabbaticals






 **Warning:** If your staff employee needs a sick leave of absence for more than three (3) days, contact the HR Service Center at hr@bu.edu to determine if the leave should be classified as protected under the Family Medical Leave Act (FMLA).

References


- See the HR website for more information about [Leave of Absences](#) and [FMLA](#).
- Click [here](#) for the Data Dictionary

Leave of Absence: Step-by-Step

Step	Action
1	<p>Initiate the Leave of Absence form.</p> <p> Reference: Initiate a Personnel Action (PA) Form</p>
2	<p>Enter the date the absence will begin in the Leave/Return Effective Date field in mm/dd/yyyy format. If preferred, click the Calendar Lookup icon to select the effective date of hire from the calendar.</p> <p> Information: If the leave is unpaid, this is the date the employee's pay will stop.</p> <p> Warning: To avoid potential delays in changes to pay, take note of the assigned PA deadline for the intended pay period and plan accordingly.</p>
3	<p>Click the Continue Editing Form button.</p> <p> Result: The following sections of the form will appear:</p> <ul style="list-style-type: none"> • Type of Leave, • Attachments, and • Comments <p> Information: This step will make the Leave/Return Effective Date field become read only. If you need to edit the effective date, click the Change Effective Date button and return to step 2.</p>
4	<p>Enter the date the employee is expected to return from work in the Expected Return Date field in the Type of Leave section.</p> <p> Information: SAP will <i>not</i> automatically return the employee from leave based on the Expected Return Date. Another Leave of Absence form will need to be processed. See Return from Absence instructions.</p>
5	<p>Select the radio button that describes the type of leave:</p> <ul style="list-style-type: none"> • Leave of Absence - Paid • Leave of Absence - Faculty Sabbatical Half Pay • Leave of Absence - Unpaid
6	<p>Select the option that best describes the reason for the leave from the Action Reason dropdown menu. If unsure which action reason is appropriate, contact the Provost's Office for faculty, or the HR Service Center (hr@bu.edu) for staff.</p>

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7	<p>Upload relevant documentation in the Attachments section; for example, leave approval, email to facilitate the form entry, etc.</p> <table border="1" data-bbox="287 354 1131 514"> <thead> <tr> <th data-bbox="287 354 743 407">IF...</th> <th data-bbox="743 354 1131 407">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="287 407 743 459">There are documents to attach</td> <td data-bbox="743 407 1131 459">Proceed to the next step</td> </tr> <tr> <td data-bbox="287 459 743 514">There are no documents to attach</td> <td data-bbox="743 459 1131 514">Proceed to Step 14</td> </tr> </tbody> </table>	IF...	THEN...	There are documents to attach	Proceed to the next step	There are no documents to attach	Proceed to Step 14
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8	<p>Upload relevant documentation in the Attachments section; for example, department authorization, email to facilitate the form entry, etc.</p> <p>Please refer to the matrix if you need assistance determining what is required for attachments.</p> <table border="1" data-bbox="287 707 1229 867"> <thead> <tr> <th data-bbox="287 707 750 760">IF...</th> <th data-bbox="750 707 1229 760">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="287 760 750 812">There are documents to attach</td> <td data-bbox="750 760 1229 812">Proceed to the next step</td> </tr> <tr> <td data-bbox="287 812 750 867">There are no documents to attach</td> <td data-bbox="750 812 1229 867">Proceed to Step 15</td> </tr> </tbody> </table> <p> Warning: do not include attachments containing sensitive information such as social security number, date of birth, etc.</p>	IF...	THEN...	There are documents to attach	Proceed to the next step	There are no documents to attach	Proceed to Step 15
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9	<p>Click the Browse button in the Attachments section.</p> <p> Result: The Open window appears.</p>						
10	<p>Navigate to the appropriate file on your computer.</p>						
11	<p>Click the title of the file.</p>						
12	<p>Click the Open button.</p> <p> Result: The filename appears in the Select File: field.</p>						
13	<p>Click the Attach File button.</p> <p> Result: The file now appears in the Attachments table.</p>						
14	<p>Repeat steps 9-13 for each attachment.</p>						
15	<p>Enter additional information in the Comments section for both future reference and to provide additional details to the approvers. This may include reason for the leave, department approver of the leave, etc.</p>						
16	<p>Click the Review button at the bottom of the page. This will check for errors on the form.</p> <p> Result: Error messages appear at the top of the form.</p>						

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17	Review the form for accuracy.						
18	<table border="1"> <thead> <tr> <th data-bbox="289 363 553 415">IF the form...</th> <th data-bbox="553 363 1135 415">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 415 553 468">Is accurate</td> <td data-bbox="553 415 1135 468">Click the Submit button</td> </tr> <tr> <td data-bbox="289 468 553 604">Requires updates</td> <td data-bbox="553 468 1135 604"> <ul style="list-style-type: none"> • Click the Back button • Make any necessary updates • Return to step 16 </td> </tr> </tbody> </table>	IF the form...	THEN...	Is accurate	Click the Submit button	Requires updates	<ul style="list-style-type: none"> • Click the Back button • Make any necessary updates • Return to step 16
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 **Reference:** Track the status of the form using [Request Tracker](#).