

# R-I-T Department of Human Resources Employee Action Form

## LEAVE OF ABSENCE – FACULTY

### Initiate Leave Period

#### Demographic Information

Name: \_\_\_\_\_ Employee # \_\_\_\_\_

Department Name: \_\_\_\_\_

#### Leave of Absence Reason

Professional Leave       Full Year       One Semester

Personal Leave       Military Leave

**FMLA** (must be approved by Prudential)

FMLA qualifying absences information only do not identify actual reason:

- Care of newborn or adopted child within first 12 months
- Care of spouse, child or parent with serious medical condition
- Employee's own serious health condition
- Military Caregiver

Please refer to the HR Policy on FMLA for more detailed information

#### Effective Date and Salary Information

First Day Out \_\_\_/\_\_\_/\_\_\_

Tentative First Day Back \_\_\_/\_\_\_/\_\_\_

Salary Effective Change Date: \_\_\_/\_\_\_/\_\_\_  
(must be 7/1 for all Professional Leaves)

(Leave Return EAF must be completed to reinstate employee to Active status)

Current Salary:

Reduced Salary:

Additional Information: \_\_\_\_\_

Account # \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ %

Account # \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ %

#### Signatures (Sign and Print Name)

Completed By: Print Name		Ext.:	Date:
1 <sup>st</sup> Approval (required) Print Name			Date:
2 <sup>nd</sup> Approval (optional) Print Name			Date:
3 <sup>rd</sup> Approval (optional) Print Name			Date:
Required Signatures - Grants Only (Project Numbers that start with 3, A-F or P)			
Principal Investigator Print Name		Ext.	Date:
Accounting Representative Print Name			

## **Instructions for using the Leave of Absence – Faculty EAF**

Complete this form when someone is on leave from their job at RIT regardless if their pay is reduced.

Professional Leave – as outlined in policy E18.0 *Faculty Leave for Professional/Career Development*. Leave period is one semester or full year.

Personal Leave – as outlined in policy E17.0 *Faculty Leave of Absence*. Leave may be with or without pay.

Military Leave – as outlined in policy E34.0 *Military Leave*. Leave is without pay after 2 weeks on Leave.

FMLA – as outline in policy E33.0 *Family Medical Leave*. Leave is without pay. Do NOT indicate the specific reason that was approved for FMLA, this information is private between the employee and Prudential.

### Reduced Salary:

Salary MUST be reduced for all 9.5 month faculty effective 7/1 of the fiscal year they are going on leave to avoid any overpayments.

If salary merit increases have been submitted prior to completion of this EAF, please indicate the reduced salary including the merit amount in the Reduced Salary area.