

## OOI/OOR LEAVES OF ABSENCE - FULL TIME ONLY

REA	LEAVE OF ABSENCE TYPES	Faculty Request	Chairman Request	Physician Documents	Supporting Documents	Paid (PLA)	Unpaid (LOA)	OFA/Dean Approval	Provost Approval (> 1 month)
FNO	FMLA Disability	X	X	X		X		X	X
NOC	Disability	X (if non-emergent)	X	X		X	X	X	X
FOD	FMLA Workers Compensation		X	X	X	X		X	X
WOR	Worker's Compensation		X	X	X	X		X	X
LTD	Long Term Disability (List from Benefits)						X	<b>Benefits notify OFA/Dept</b>	
FIC	FMLA Infant Care	X	X			Partial	X	X	X
INF	Infant Care	X	X			Partial	X	X	X
MRT	Military Reserve Training	X	X		X	Partial		X	X
MCU	Military Call-up	X	X		X	Partial		X	X
FPL	FMLA Personal	X	X		X (a plus)		X	X	X
PER	Personal	X	X		X (a plus)		X	X	X
LAP	Lapse of Funding (sudden & unexpected loss of funding)		X		X	X (layoff allowance)		X	X
PUB	Public/National Service	X	X		X	Partial		X	X
SAB	Sabbatical (Tenured/unmodified tenure of title only)	<b>Special Form</b>	<b>Chair signs</b>			X		X	X
EXM	Exemption from Teaching Duties	X	X			X		X	X
RSR	Research	X	X		X	X	X	X	X
FPC	FMLA PT Career Appointment	X	X			50%		X	X
PTC	PT Career Appointment (tenure track only)	X	X			50%		X	X
FNO NOC FOD WOR	Letters from treating physician requesting a medical leave of absence must state that person is medically unable to work from xx/xx/xx date to xx/xx/xx date. Dates in request letters and on supporting documentation must be exactly the same and must include an expected date of return. No explanation of illness is needed, leave may be extended if not recovered. Eligible for up to six months of salary continuation. If after 3 months they do not believe they will be medically able to return in 6 they should be encouraged to apply for LTD.								
LTD	Long term disability is approved by the University carrier. A PAF must be processed once approved is received. If at the end of the 6 months of salary continuation and LTD is not approved a chairman's letter should be sent along with the individuals requesting and unpaid medical disability leave pending receipt of approval from the LTD carrier.								
	Faculty letters requesting all other leaves of absence must be detailed as to reason. Chairs letter must support and ensure coverage of individual's responsibilities.								
	FMLA is for first 12 weeks of leave if person has been employed for at least 12 months and 1250 hours								
SAB	Sabbaticals are for tenured or unmodified tenure of title faculty. It is accrued every 12 terms (6 years). Terms as a full time OOI in a professorial rank before tenure are counted. After 12 terms faculty member is entitled to 6 months at full pay or 12 months at half pay. Sabbaticals may be accrued (e.g. after 24 terms may be eligible for 1 year at full pay).								
RSR	Research (scholarly) leaves may be paid, partial pay or unpaid leaves. If unpaid faculty must make arrangements to pay their share of their benefits. Scholarly pursuits must benefit CU for them to be approved.								
EXM	Exemption from teaching duties: Time is freed up for research or other non-teaching functions, may be paid or partial pay. If on tenure track, time will be deducted from the tenure clock.								
FUC INF	Infant care leaves are for up to 12 months following the birth/adoption of a child. This 12 month period must also include the medical disability portion. They may be full or partial and may be for the mother, father or same sex domestic partner.								
PER	Personal - Extended absence due to illness in family or other compelling personal needs								
FPC PTC	Part time Career appointment for faculty preparing for tenure review while simultaneously caring for a child under the age of nine. They are paid 50% of their salary and for each year have half a year added to their up or out date.								
<b>Do NOT forget to send the PAF.</b>									
<b>When in doubt call your Faculty Affairs Representative</b>									

## Action/Reason Codes (Academic Leaves of Absence)

<i>Action Code</i>	<i>Reason Code</i>	<i>Reason</i>
<b>UNPAID</b>		
LOA	EXM	Exemption from Teaching Duties
LOA	FIC	FMLA Infant Care
LOA	FNO	FMLA Non-Occupational Disability
LOA	FOD	FMLA Occupational Disability
LOA	FPC	FMLA Part Time Career Appointment
LOA	FPL	FMLA Personal Leave
LOA	FPR	FMLA Parental Workload Relief
LOA	INF	Infant Care
LOA	LAP	Lapse of Funding
LOA	LTD	Long Term Disability
LOA	MCU	Military Call Up
LOA	MRT	Military Reserve Training
LOA	NOC	Unpaid Non-Occupational Disability
LOA	PER	Personal
LOA	PTC	Part Time Career Appointment
LOA	PUB	Public Service
LOA	PWR	Parental Workload Relief
LOA	RSR	Unpaid Research Leave
LOA	SAB	Sabbatical
LOA	WOR	Worker's Compensation
<b>PAID</b>		
PLA	EXM	Exemption From Teaching Duties
PLA	FIC	FMLA Infant Care
PLA	FNO	FMLA Non-Occupational Disability
PLA	FOD	FMLA Occupational Disability
PLA	FPC	FMLA-Part Time Career Appointment
PLA	FPL	FMLA Personal Leave
PLA	FPR	FMLA Parental Workload Relief
PLA	INF	Infant Care
PLA	NOC	Paid Non-Occupational Disability
PLA	PTC	Part Time Career Appointment
PLA	PWR	Parental Workload Relief
PLA	RSR	Paid Research Leave
PLA	SAB	Sabbatical
PLA	WOR	Worker's Compensation
<b>RETURN FROM A LEAVE</b>		
RFL	LOA	Return From a Leave of Absence