

Faculty on Sabbatical

This guide gives the instructions for placing a faculty on Full-Time and Part-Time Sabbatical Leave.

Sabbatical leave provides eligible faculty with the opportunity to take a period of time for professional renewal, planned travel, study, formal education, research, writing, employee development, certification, or other experience of professional value.

Application for Sabbatical Leave is made through the respective dean or director. Sabbatical leave is awarded annually following consideration of the application, and approval.

Sabbatical Leave can be taken as either full-time (and full pay) for one semester or part-time (with half pay) for two semesters. If part-time sabbatical leave is taken then the employee remains as full-time for the purpose of benefits.

Security Roles

You will need one of the following security roles to perform the actions described in this guide:

- ✓ The Originator security role
UF_EPAF_Department Admin and UF_HR View/Inquiry

or

- ✓ The Level 1 Approver security role
UF_EPAF_Level 1 Approver and UF_HR View/Inquiry

You must attend the Hiring & Additional Pay class before you can receive security to become an Originator, and Level 1 Approvers are strongly encouraged to attend as well.

Before You Begin

- ▶ Ensure that approval notification has been received by Academic Personnel before proceeding with placing the employee on sabbatical leave

Placing an Employee on Full-Time Sabbatical Leave

1. No action is required in Time & Labor
2. Regular benefit deductions are paid by employee and UF as the employee remains in paid status during the sabbatical leave
3. Departments should complete the Change Employment Status ePAF as soon as the Sabbatical Leave starts

Change Employment Status ePAF

- ▶ Log into myUFL. Navigate to **NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page**
- ▶ Click the **Start a New ePAF** link
- ▶ Click the **Change Employment Status** link to start the process
- ▶ Search for the employee by entering the name in the **Last Name** field, or UFID in the **EmpIID** field
- ▶ Click on the **Search** button
- ▶ This will take you to the **Change Employment Status** ePAF
- ▶ Check the **Personal Info** section at the top
- ▶ Make sure all the information displayed is correct and that you have selected the right employee
- ▶ If you do not see anything displayed, click on the **small triangle** next to the words Personal Info in the blue stripe at the top to display that section
- ▶ In the **Form Data** section:
 - ▶ Enter the start date of the leave in the **Effective Date** field.
 - ▶ In the **Action dropdown**, click on the magnifying glass to view a list of Actions. Select **Paid LOA**
 - ▶ In the **Reasons** dropdown list use the magnifying glass to select **FTS Full Time Sabbatical**



- ▶ Enter any relevant details in the **Comments** field
- ▶ If there are documents pertaining to the sabbatical, click on the **Document** button and follow the directions according to the [Uploading Documents to ePAFs](#) instruction guide.
- ▶ Make a note of the **eForm ID** number. This will make it easier to find later if needed.
- ▶ Click the **Submit** button
- ▶ At the confirmation page, click on the **Yes** button to confirm and send form to approvers.

Placing an Employee on Part-Time Sabbatical Leave

1. Action is required in Time & Labor (see below)
2. Regular benefit deductions are paid by employee and employer as the employee remains in paid status during sabbatical leave
3. Employee maintains full benefits and full accrual of leave during sabbatical leave
4. Departments should complete the Change Employment Status ePAF as soon as the Sabbatical Leave starts

The first step is to prepare the **Change Employment Status ePAF** to place the employer on Sabbatical Leave to ensure leave accrues correctly.

Change Employment Status ePAF Form

- ▶ Log into myUFL. Navigate to **Menu icon > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page**
- ▶ On the Electronic Personnel Action Form (ePAF) Home Page, click the **Start a New ePAF** link
- ▶ Click the **Change Employment Status** link to start the process
- ▶ Search for the employee by entering the name in the **Last Name** field, or UFID in the **EmplID** field
- ▶ Click on the **Search** button
- ▶ This will take you to the **Change Employment Status** form
- ▶ Check the **Personal Info** section at the top
- ▶ Make sure all the information displayed is correct and that you have selected the right employee
- ▶ If you do not see anything displayed, click on the **small triangle** next to the words Personal Info in the blue stripe at the top to display that section
- ▶ In the **Form Data** section:
 - ▶ Enter the start date of the leave in the **Effective Date** field
 - ▶ In the **Action dropdown**, click on the magnifying glass to view the list of Actions. Select **Paid LOA**
 - ▶ In the **Reasons** dropdown list use the magnifying glass to select **PTS Part Time Sabbatical**
- ▶ Enter any relevant details in the **Comments** field
- ▶ If there are documents pertaining to the sabbatical, click on the **Document** button and follow the directions according to the [Uploading Documents to ePAFs](#) instruction guide.
- ▶ Make a note of the **eForm ID** number. This will make it easier to find later if needed.
- ▶ Click the **Submit** button
- ▶ At the confirmation page, click on the **Yes** button to confirm and send form to approval process

The next step is to change Time & Labor to ensure accurate payment and leave accruals.

Change Time & Labor: Part-Time Sabbatical Leave only

- ▶ Log into myUFL. Navigate to **Manager Self Service > Time Management > Time Management Home > Report Time**
- ▶ For **Reporting Method**, use the drop down to select **Manage Weekly Elapsed Time**
- ▶ Enter **date** and check the **EmplID box** and enter the **UFID** of the employee
- ▶ Click the **Get Employees** button
- ▶ Select the correct employee
- ▶ **To report payable time**, on the **Weekly Elapsed Time** page,
 - ▶ Select the correct date in the **Week Beginning** field and click the **Refresh Date** button
 - ▶ Enter 4 hours for each day Monday-Friday. **THIS MUST BE ENTERED EVERY PAY PERIOD** as this is not automatically populated
 - ▶ Select the **Time Reporting Code of FAC** from the dropdown list
 - ▶ Click **Add a new line**
 - ▶ Enter 4 hours for each day Monday-Friday. **THIS MUST BE ENTERED EVERY PAY PERIOD** as this is not automatically populated

- ▶ Select the **Time Reporting Code of SBL** from the dropdown list
- ▶ Click **Save**

Special Note:

Faculty going on Part-Time Sabbatical Leave may have **part of the leave funded by a grant**. In this case follow the procedures below:

1. Prepare the Change Employment Status ePAF as shown above
2. Change the payroll distribution for the employee to reflect the salary paid by the department and the salary paid by the grant
3. Advise Academic Personnel of the employee status to ensure time and labor entered correctly

When the employee returns from Sabbatical Leave follow procedure(s) below:

Returning the Employee from Leave: Full-Time & Part-Time Sabbatical Leave

- ▶ Log into myUFL. Navigate to **Menu icon > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page**
- ▶ Click the **Start a New ePAF** link.
- ▶ Click the **Change Employment Status** link to start the process.
- ▶ Search for the employee by entering the name in the **Last Name** field, or **UFID** in the EmplID field
- ▶ Click on the **Search** button
- ▶ This will take you to the **Change Employment Status** form
- ▶ Check the **Personal Info** section at the top
- ▶ Make sure all the information displayed is correct and that you have selected the right employee.
- ▶ If you do not see anything displayed, click on the **small triangle** next to the words Personal Info in the blue stripe at the top to display that section.
- ▶ In the **Form Data** section,
- ▶ Enter the date when an employee officially returns from leave in the **Effective Date** field.
- ▶ In the **Action dropdown**, click on the magnifying glass to view a list of Actions.
- ▶ Select **Return LOA** to return employee from leave.
- ▶ In the **Reasons** dropdown list, use the magnifying glass to select **RSA Return from Sabbatical**
- ▶ Enter details in the **Comments** field – this is important. Please be thorough.
- ▶ Make a note of the **eForm ID** number. This will make it easier to find later if needed.
- ▶ Click on the **Submit** button.
- ▶ At the confirmation page, click on the **Yes** button to confirm and send form to approvers.

Returning the Employee from Leave: Part-Time Sabbatical Leave only

To ensure the employee reverts to regular hours and time reporting code:

- ▶ Log into myUFL. Navigate to **Manager Self Service > Time Management > Time Management Home > Report Time**
- ▶ For **Reporting Method**, use the drop down to select **Manage Weekly Elapsed Time**
- ▶ Enter **date** and check the **EmplID box** and enter the **UFID** of the employee
- ▶ Click the **Get Employees** button
- ▶ Select the correct employee
- ▶ **To report payable time**, on the **Weekly Elapsed Time** page,
- ▶ Select the correct date in the **Week Beginning** field and click the **Refresh Date** button
- ▶ Enter 8 hours for each day Monday-Friday
- ▶ Select the **Time Reporting Code of FAC** from the dropdown list
- ▶ Click **Save**
- ▶ Check to ensure that normal payable time has been re-established after the return to work

Additional Help

Human Resource Services: 352-392-2477
 UF Help Desk: 352-392-HELP