Time Away

<u>FMLA:</u> Absences of 5 consecutive days or more due to illness of the employee or an immediate family member – FMLA paperwork should be submitted, requires medical documentation – FMLA request/submission process: https://careers.gatech.edu/fmla

Absence from Campus: Any absence longer than 2 weeks but shorter than 8 weeks, or half of the semester requires an Absence from Campus Form. The employee is responsible for submitting the form, which must be approved by the School Chair and Dean, and submitted via GT-TRACS to Faculty Affairs for review and acknowledgement.

Absence from Campus Form:
https://faculty.gatech.edu/sites/default/files/documents/absence_from_campus.pdf

- Export control also required if traveling internationally
- International assessment may also be required (please see international assessment decision tree at the end of this document).

<u>Leave of Absence:</u> A Leave of Absence is required anytime a faculty member is absent for more than 8 weeks. This includes all intermittent absences. All leaves of absence not related to FMLA require a Leave of Absence Form submitted via GT-TRACS and must include letters of strong support from the School Chair/Lab Director and Dean/VP, be cleared by the Office of Sponsored Programs, and must be routed to Faculty Affairs for approval on behalf of the Provost. Leaves of Absence greater than a year, or any extension beyond one year, requires approval by the Provost and the University System of Georgia.

- LOA form - https://faculty.gatech.edu/sites/default/files/images/loa_form_2022_v2.pdf
- Memo/letter of support from unit head
- Completed OSP Leave of Absence Checklist - https://faculty.gatech.edu/sites/default/files/images/osp_internal_procedure_-_questions_for_faculty_requesting_a_leave_of_absence_11-16-2020.pdf
- International assessment also required if employee will be outside of the country

Active Service: Modified Duties: A course release provided to faculty who may need to construct a modified workload and flexible schedule for a short time due to family commitments. These circumstances — which inhibit only the manner of work assignments and not the ability to undertake a full-time workload — include the birth or adoption of a child, or the severe illness of a parent, spouse, or child. ASMD is approved at the discretion of the Provost. Faculty participating in the Program still work 100% time and are required to undertake new additional duties to replace the course for which the teaching release was awarded. Requires submission of an AMD request via GT Tracs for Faculty Affairs Review & Approval

- ASMD request form and more info on the ASMD program: https://faculty.gatech.edu/faculty- affairs-reps/time-away/asmd

Educational and Professional Leave Extensions
According to BOR Policy Manual 8.2.7.4 on Educational and Professional Leave, LOAs that go beyond one year — with or without pay — require the approval of the chancellor or his designee. At Georgia Tech, the LOA extension request is made by the Office of the President after approvals within the Office of the Provost have been obtained.
Unit should submit LOA extension requests at least two months in advance of the start date. In order to qualify for an LOA extension, the following must be submitted to Faculty Affairs via GT- TRACS, tagging OSP in a note for review, and selecting Orgs 609 and 600 as approvers

- LOA form - https://faculty.gatech.edu/sites/default/files/images/loa_form_2022_v2.pdf
- OSP LOA Checklist:
  https://faculty.gatech.edu/sites/default/files/images/osp_internal_procedure_-_questions_for_faculty_requesting_a_leave_of_absence_11-16-2020.pdf
- Strong letters of recommendation by the dean and school chair outlining a) how ongoing duties and responsibilities will be covered, b) the benefit to the Institute, and c) faculty accomplishments during the leave for which an extension is requested.

Once the materials have been received and have undergone review, Faculty Affairs will notify the schools and colleges of the request status. Because extension approvals are contingent upon the chancellor, careful consideration should be made by the schools and colleges before advancing these requests.

==Please see international assessment decision tree on the next page to determine if an international assessment is needed.==

International Assignment Assessment Decision Tree

Is the individual a current/active GT affiliate or employee?

— NO → International Assignment Assessment **REQUIRED**

↓ YES

Was a spend authorization for foreign travel approved?

— YES → *Global HR will notify department & individual if IAA is required*

↓ NO

Will the individual be outside the US for more than 30 days?

— YES → International Assignment Assessment **REQUIRED**

↓ NO

Will the individual be conducting research?

— YES → International Assignment Assessment **REQUIRED**

↓ NO

Does the individual hold a passport from, or are they traveling to, a country listed on the ITAR list?

— YES → International Assignment Assessment **REQUIRED**

↓ NO

Does the individual hold a passport from, or are they traveling to, a country sanctioned by the US government?

— YES → International Assignment Assessment **REQUIRED**

↓ NO

International Assignment Assessment **NOT REQUIRED**

21 February 2023