

## PERSONAL LEAVE OF ABSENCE (LOA) PROCEDURES FOR BASIC SCIENCES FACULTY

### Origination

- Personal LOA requests originates with the faculty member requesting the Personal LOA.

### General Guidelines and Benefits

- Faculty requests for a LOA for personal reasons (including family-related matters) are considered on an individual basis.
- Personal LOAs are **unpaid** and do not extend beyond one (1) year.
- Begin the Personal LOA process **as far in advance of the proposed absence as possible**, so that neither instruction nor research programs will be unnecessarily interrupted and to allow time for the request to be processed in a timely manner.
- All requests must be submitted to the principal investigator, (if applicable), the department chair, and the dean, or the dean's designee, for review and approval.

### Guidelines for the faculty member requesting the Personal LOA:

1. For research track faculty:
  - a. Meet with your principal investigator (PI), prior to submitting the request to your department chair, to discuss the personal leave details.
  - b. Attach a short written, signed and dated statement from your PI, supporting the personal LOA, with your personal LOA request letter submitted to your department chair, copying the assistant to the department chair.
2. For educator and investigator track faculty:
  - a. Submit your personal LOA request letter to your department chair, copying the assistant to the department chair.
3. **All** personal LOA request letters, regardless of track or rank, should address the following:
  - a. Reason for personal LOA request.
  - b. Specify dates of the leave.
  - c. If applicable, indicate adjustments, if any, to be made to promotions or tenure clock timelines.
4. Meet with your departmental human resources (HR) lead to confirm in advance of the unpaid leave whether you want benefits to continue. If so, you must make arrangements to pay for the benefits.
5. If any portion of your salary is supported by federal grants, you should meet with the grants manager within your POD for guidance related to effort reporting during your approved leave.

### Minimum Required Documents submitted by the Department to the Dean's Office Staff for a Personal LOA

1. A letter from the department chair, addressed to the dean, or the dean's designee, requesting the Personal LOA.
  - a. If the personal LOA request is for a research track faculty, a letter or statement of support from their PI should also be submitted.
2. A copy of the personal LOA request submitted to the department chair.
3. Any other documentation deemed applicable by the department.

### Final Process – Personal LOA

The assistant to the chair will submit the required documents to the dean's office staff for administrative review. After administrative review, the request will be forwarded to the dean, or the dean's designee, for a decision. Upon approval, the dean's office staff will forward the Personal LOA approval letter to the assistant to the chair for distribution. The dean's office staff will copy the letter to the provost, and update the personal LOA information in the Faculty Information System (FIS).

### **Faculty Manual, Part VI: Faculty Benefits; Chapter 4: Leaves of Absence.**

**See Section E: Nonacademic Leave Without Pay, Part 1, Personal Reasons. Also see: Faculty Manual , Part VI: Faculty Benefits, Chapter 4: Leaves of Absence, Section A: Scholarly Leaves of Absence, Procedures for Requesting Scholarly Leave**

(<https://www.vanderbilt.edu/faculty-manual/part-vi-faculty-benefits/ch4-leaves-of-absence/>)