**Putting FTF on Paid or Unpaid Sabbatical**

**Paid Sabbatical**

**Job Data**

**Work Location tab:** Add + a row, change Effective Date to 9/1 (or whatever the beginning of the pay period for the quarter), Action (Paid Leave of Absence), Reason (Paid Sabbatical Leave), change Effective Sequence if there is already a 9/1 Effective Date.



**Job Information tab:** for WVC, paid sabbaticals are 90% of full time, therefore, change the FTE to .90 (FTE has a direct impact on leave accrual and number of ours worked during payroll timeframe – which, in this case, doesn’t really matter since they don’t accrue leave and are not working).



**Payroll tab:** At WVC, faculty do not accrue leave during a sabbatical. Change Absence System to Other (don’t forget to change back at the end of the sabbatical.



**Compensation tab:** at WVC, we pay 90% of the FT salary for sabbatical, therefore, change salary for the sabbatical period. If the sabbatical is for the whole academic year, frequency should be **C20** with no balloon or **S** with a balloon (if less than an academic year, put prorated salary for the sabbatical period and the number of pay periods (Frequency) – no balloon is offered for less than a full academic year, click Calculate Compensation, save.



**Non-Paid Sabbatical**

**Job Data**

**Work Location tab:** Add + a row, change Effective Date to 9/1 (or whatever the beginning of the pay period for the quarter), Action (Leave of Absence), Reason (Sabbatical Leave), change Effective Sequence if there is already a 9/1 Effective Date.



**Payroll tab:** At WVC, faculty do not accrue leave during a sabbatical. Change Absence System to Other (don’t forget to change back at the end of the sabbatical).

**Compensation tab:** nothing to do since they are on leave of absence.

That’s it! 😊