

## Appendix A

This appendix has been provided as a means to assist you with locating your schools policies but it may be incomplete or out of date. It is the responsibility of the department administrator for the applicable business unit to ensure that all appropriate policies are followed.

### ***Leaves of Absence – Useful Links***

Faculty Leave Policies: <http://facultyinformationhandbook.wustl.edu/faculty-policies/>  
<http://facultyinformationhandbook.wustl.edu/leaves-absence/>

- Parental Leave, Non Tenured: [http://provost.wustl.edu/wp-content/uploads/2014/03/parental\\_leave\\_for\\_non-tenure\\_track\\_faculty.pdf](http://provost.wustl.edu/wp-content/uploads/2014/03/parental_leave_for_non-tenure_track_faculty.pdf)
- Danforth Campus Policy on Parental Leave for Tenured and Tenure-Track Faculty: <https://wustl.edu/about/compliance-policies/human-resource-policies/danforth-parental-leave/>
  
- Arts & Sciences: <http://artsci.wustl.edu/about/administration/personnel>
  - ❖ Academic Leave Guidelines: [http://artsci.wustl.edu/files/artsci/imce/academic\\_leave\\_guidelines\\_form.pdf](http://artsci.wustl.edu/files/artsci/imce/academic_leave_guidelines_form.pdf)
  - ❖ Competitive Fellowship Leave Application: [http://artsci.wustl.edu/files/artsci/imce/competitive\\_fellowship\\_leave\\_app\\_form\\_0.pdf](http://artsci.wustl.edu/files/artsci/imce/competitive_fellowship_leave_app_form_0.pdf)
  - ❖ Competitive Leave Program Guidelines: [http://artsci.wustl.edu/files/artsci/imce/competitive\\_leave\\_policy\\_0.pdf](http://artsci.wustl.edu/files/artsci/imce/competitive_leave_policy_0.pdf)
- School of Engineering & Applied Science: (Link to be added)
- School of Medicine: <http://hr.med.wustl.edu/Pages/InformationforFaculty.aspx>
  - ❖ Sabbatical: (link to be added)
  - ❖ Military: <http://hr.med.wustl.edu/Policies/Documents/Military%20Leave.pdf>
  - ❖ Faculty Salary Continuation: <http://hr.med.wustl.edu/Policies/Documents/Faculty%20Salary%20Continuation%2012-18-13.pdf>
  - ❖ Parental Leave: <https://wustl.edu/about/compliance-policies/human-resource-policies/danforth-parental-leave/>
  - ❖
- George Warren Brown School of Social Work: (Requires school credentials to access) [https://insidebrown.gwb.wustl.edu/People/facultystaff/Documents/Sabbatical\\_Policy\\_and\\_Application.pdf](https://insidebrown.gwb.wustl.edu/People/facultystaff/Documents/Sabbatical_Policy_and_Application.pdf)

## ***Other Leave of Absence Policies***

- Post Doctoral Appointees:  
<http://hr.med.wustl.edu/Policies/Pages/PostdoctoralAppointeeTimeOffPolicies.aspx>
- Clinical Fellows: <http://hr.med.wustl.edu/Policies/Pages/ClinicalFellowTraineeTimeOffPolicies.aspx>
- Staff: <http://hr.med.wustl.edu/Policies/Pages/StaffTimeOffPolicies.aspx>,

## ***Guidance on Leave Entry into HRMS***

- [Supervisor Policy and Procedure Manual](#)